



405 1st Ave
 Brookings, SD 57006
 (605)692-5351 Phone

Application for Employment

United Retirement Center (URC) is an Equal Opportunity Employer. URC's policy is to further the provisions of equal employment opportunity to otherwise qualified individuals without regard to age, race, color, religion, gender, national original, creed, disability, or military status. Save this document and then email as an attachment to jwilson@urcpp.com

Last Name	First Name	Middle Name
Address	City	State
		Zip
Telephone Number(s)		Social Security Number
Email Address:		

Position(s) applying for:	Shift:	or
Will you accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Date Available:		
Are you available to work:		
Weekends: <input type="checkbox"/> Yes <input type="checkbox"/> No Holidays: <input type="checkbox"/> Yes <input type="checkbox"/> No Rotating Shifts: <input type="checkbox"/> Yes <input type="checkbox"/> No On Call: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Are you 18 years or older? (If you are hired, you may be required to submit proof of age.) Yes No

Have you ever been convicted of a misdemeanor (not including speeding tickets) or felony? (Conviction of a criminal offense will not necessarily preclude your employment) Yes No

Have you ever been employed with us before? If yes, when: Yes No

How did you hear of our employment opportunity? Newspaper Referral URC website Other:

If you were referred, was it from a current URC employee? Yes No If yes, which employee:

Education

School Name & Location	Course of Study	Major/Minor fields of Study	Graduate? Yes/No

Professional Licenses

Type	Organization/State Issued	Date Issued	Number

Employment History

Complete the following section in detail, most recent or current employer first. Please include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, creed, ancestry, disability, or other protected status.

Current of Most Recent Position

Employer		Dates Employed From/To		Work Performed
Address				
Phone Number(s)		Hourly Rate/Salary Start/Final		
Job Title	Supervisor			
Reason for Leaving		May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Next Previous Position

Employer		Dates Employed From/To		Work Performed
Address				
Phone Number(s)		Hourly Rate/Salary Start/Final		
Job Title	Supervisor			
Reason for Leaving		May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Next Previous Position

Employer		Dates Employed From/To		Work Performed
Address				
Phone Number(s)		Hourly Rate/Salary Start/Final		
Job Title	Supervisor			
Reason for Leaving		May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Next Previous Position

Employer		Dates Employed From/To		Work Performed
Address				
Phone Number(s)		Hourly Rate/Salary Start/Final		
Job Title	Supervisor			
Reason for Leaving		May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No		

State any additional information you feel may be helpful to us in considering your application.

For Reference Purposes: Is your educational or employment history listed under another name? Yes No
If so, what?

Personal References

List three (3) professional references with their telephone numbers, address, and your relationship to them, examples include: supervisor, co-worker, etc. Do not include relatives, former employers, friends, or roommates.

Name	Phone Number	Address	Relationship

Smoking and Drug Free Workplace

Our policy is to promote and provide a safe and healthy environment for our residents, employees, volunteers and visitors. Therefore, we prohibit the use of all tobacco products on United Retirement Centers campus. Additionally we prohibit the use of illegal drugs.

Check One:

I Smoke I do not Smoke

If employed, will you uphold the organizations smoking policy? Yes No

If employed, will you uphold the drug free workplace policy? Yes No

Notice

I certify that I have read and understand the questions on this application, and that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary in arriving at employment decisions. I understand that false or misleading information given in my application or in an interview may result in disqualification and/or termination.

If I receive an offer of employment, I understand that acceptance does not create a contractual obligation and that any employment relationship with United Retirement Center is of an "at will" nature, which means that I may resign at any time and that United Retirement Center may discharge me at any time with or without cause.

I also understand that if employed, I am required to abide by all rules and regulations of United Retirement Center, which may be changed, withdrawn, added, or interpreted at any time, at United Retirement Center's sole option and without prior notice to me.

I authorize any person, organization, or company listed on this application to furnish you any and all information concerning my previous employment, education, and qualifications for employment. I also authorize you to request and receive such information.

If hired at United Retirement Center, prior to my first day of work I will be required to verify that I am either a U.S. citizen or a legal resident foreign national.

Applicant Signature:

Date: