



MAGNOLIA MANOR

APPLICATION FOR EMPLOYMENT

Magnolia Manor is an equal opportunity employer. Magnolia Manor considers applicants for all positions without discrimination to race, color, religious creed, age, sex, ancestry, national origin, handicap, disability or any other legally protected status. This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment.

Position Applied For

Date of Application

How did you learn about us?

☐ Indeed

☐ Friend

☐ Career Link

☐ ZipRecruiter

☐ Relative

☐ Other

Last Name

First Name

Middle Initial

E-mail Address

Address

City

State

Zip Code

Telephone Number (s)

Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work?

☐ Yes ☐ No

Have you ever filed an application for employment with us before? If Yes, give date _____

☐ Yes ☐ No

Have you ever been employed with us before? If Yes, give date _____

☐ Yes ☐ No

Do any of your friends or relatives work here?

☐ Yes ☐ No

If Yes, state name, relationship and department _____

Are you currently employed?

☐ Yes ☐ No

Can you provide documentation verifying you are eligible for employment within the United States?

☐ Yes ☐ No

Proof of citizenship or immigration status will be required upon employment.

Date Available for Work ____/____/____ What is your desired pay range? _____

Are you available to work: ☐ Full Time ☐ Part Time ☐ PRN (number of hours per week _____)

☐ 1st shift

☐ 2nd shift

☐ 3rd shift

Please mark the days you are available to work: ☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat

Have you ever been convicted of or pled guilty or no contest to any felony or misdemeanor crime?

☐ Yes ☐ No

If Yes, please list all crimes to which you have pled guilty or of which you have been convicted, including date of offense. _____

Are you currently on "lay off" status and subject to recall?

☐ Yes ☐ No

Can you travel if a job requires it?

☐ Yes ☐ No

EDUCATION

School	Name and Address of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities you have that are relevant to your employment.

Describe any job-related training received in the United States military.

List professional, trade, business or civic activities and offices held.
You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

SPECIALIZED SKILLS (Skills/Equipment Operated)

_____ PC/MAC

_____ Word Processing

Other (list) _____

_____ Spreadsheet

WORK EXPERIENCE *Begin with most recent experience and explain any gaps in employment on the last page.*

Employer	Dates Employed		Describe Work Performed
Address	From	To	
Telephone Number			
Job Title	Hourly Rate / Salary		
Supervisor	Starting	Final	
Reason for leaving			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Describe Work Performed
Address	From	To	
Telephone Number			
Job Title	Hourly Rate / Salary		
Supervisor	Starting	Final	
Reason for leaving			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

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Employer	Dates Employed		Describe Work Performed
Address	From	To	
Telephone Number			
Job Title	Hourly Rate / Salary		
Supervisor	Starting	Final	
Reason for leaving			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

PERSONAL/PROFESSIONAL REFERENCES *Do not include family members.*

Name	Phone Number	Occupation
1.		
2.		
3.		

Magnolia Manor is a Smoke-free/Tobacco-free/Vape-free community.

APPLICANT’S STATEMENT

I hereby give Magnolia Manor the right to make a thorough investigation into my previous employment, education, and references; and I release from all liability all persons, companies and/or corporations providing such information. I release, indemnify and hold harmless Magnolia Manor from and against any and all liability which might result from making such an investigation.

I understand that any false answer, statement, representation or omission of information made by me in this application shall constitute sufficient cause for Magnolia Manor not to continue with the employment process, or if already employed, cause for immediate discharge. I also understand that nothing contained in this employment application or granting of an interview is intended to create an employment contract between Magnolia Manor and myself for either employment or for the granting of benefits. No promise regarding employment has been made to me, and I understand that no such promise or guarantee is binding upon Magnolia Manor unless made in writing. If an employment relationship is established, I understand and agree that it will be of an “*at will*” nature, in that it is not for a definite period of time, and that I have the right to terminate my employment at any time, for any reason or for no reason, and that Magnolia Manor retains a similar right.

This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that, if accepted for employment, it is necessary to abide by the rules and policies of Magnolia Manor and that I will be on a ninety (90) day probationary period before being considered a regular employee. I also understand that satisfactory completion of a pre-employment physical examination and drug screen may be required as a condition of employment.

I understand that smoking/vaping is not permitted on Magnolia Manor property at any time.

Signature of Applicant

Date



MAGNOLIA MANOR

ADDENDUM TO APPLICATION FOR EMPLOYMENT

Criminal History Check:

As an applicant for employment, I authorize Magnolia Manor to request and receive a Pennsylvania Criminal Background Check. If I have not been a resident of Pennsylvania for the past two (2) consecutive years, I understand an FBI check will also be required.

_____ **I have been** a resident of PA for **the past two (2) consecutive years.**

_____ **I have not** been a resident of PA for **the past two (2) consecutive years.**

Offenses Prohibiting Employment:

I have read the Prohibitive Offenses listed on the reverse side of this form that would make me ineligible for employment. I declare that I have no history of, or conviction of, any violent crime or any crimes or prohibitive offenses listed on the reverse side of this form.

I further declare that I have never been dismissed from employment due to abuse or alleged abuse of clients or residents

Signature

Date

Printed Name of Applicant

Prohibitive offenses contained in Act 169 of 1996 and amended by Act 13 of 1997

CRIMINAL CODE	PROHIBITIVE OFFENSE	TYPE OF CONVICTION
CC-2500	Criminal homicide	Any
CC2502A	Murder I	Any
CC2502B	Murder II	Any
CC2502C	Murder III	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting in Death	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301	Arson and Related Offenses	Any
CC3502	Burglary	Any
CC3701	Robbery	Any
CC3901	Theft	1 Felony or 2 Misdemeanors
CC3921	Theft by Unlawful Taking	1 Felony or 2 Misdemeanors
CC3922	Theft by Deception	1 Felony or 2 Misdemeanors
CC3923	Theft by Extortion	1 Felony or 2 Misdemeanors
CC3924	Theft by Property Loss	1 Felony or 2 Misdemeanors
CC3925	Receiving Stolen Property	1 Felony or 2 Misdemeanors
CC3926	Theft of Services	1 Felony or 2 Misdemeanors
CC3927	Theft by Failure to Deposit	1 Felony or 2 Misdemeanors
CC3928	Unlawful Usage of a Motor Vehicle	1 Felony or 2 Misdemeanors
CC3929	Retail Theft	1 Felony or 2 Misdemeanors
CC3929.1	Library Theft	1 Felony or 2 Misdemeanors
CC3930	Theft of Trade Secrets	1 Felony or 2 Misdemeanors
CC3931	Theft of Unpublished Dramas or Musicals	1 Felony or 2 Misdemeanors
CC3932	Theft of Leased Properties	1 Felony or 2 Misdemeanors
CC3933	Unlawful Usage of a Computer	1 Felony or 2 Misdemeanors
CC4101	Forgery	Any
CC4114	Securing Execution of Documents by Deception	Any
CC4302	Incest	Any
CC4303	Concealing Death of a Child	Any
CC4304	Endangering Welfare of a Child	Any
CC4305	Dealing in Infant Children	Any
CC4952	Intimidation of Witnesses or Victims	Any
CC4953	Retaliation against Witnesses of Victims	Any
CC5902B	Promoting Prostitution	Felony
CC5903C	Obscene and other Sexual Materials to Minors	Any
CC5903D	Obscene and other Sexual Materials	Any
CC6301	Corruption of Minors	Any
CS6312	Sexual Abuse of Children	Felony
CS13A12	Acquisition of Controlled Substance by Fraud	Felony
CS13A14	Delivery by Practitioner	Felony
CS13A30	Possession with Intent to Deliver	Felony
CS13A36	Illegal Sale of Non-controlled Substance	Felony
CS13A37	Designer Drugs	Felony



MAGNOLIA MANOR

SMOKE-FREE, TOBACCO FREE & VAPE-FREE WORKPLACE ACKNOWLEDGEMENT

Magnolia Manor is dedicated to providing a safe, healthful and productive work environment for our employees, residents and visitors. Smoking, vaping or tobacco use by employees of Magnolia Manor shall be prohibited on the entire facility and property in general.

Employees will not be permitted to leave the facility/property during their break in order to smoke or vape.

All individuals share in the responsibility of adhering to, and enforcing, the policy. Any concerns should be brought to the attention of the Administrator or Supervisor. Employees who violate this policy will be subject to the same disciplinary actions that accompany infractions of other company rules.

I acknowledge that I was advised during the hiring process, via the application and interview, that Magnolia Manor is Smoke and Vape free facility. I further acknowledge that I may not smoke or vape anywhere on the Magnolia Manor property at any time.

Name : _____

Signature : _____

Date: _____