



EMPLOYMENT APPLICATION

INSTRUCTIONS: READ CAREFULLY – EACH VACANCY REQUIRES A SEPARATE APPLICATION. THE APPLICATION SHOULD SPECIFY THE POSITION FOR WHICH YOU ARE APPLYING. A RESUME MAY BE ATTACHED BUT WILL NOT BE ACCEPTED IN LIEU OF A COMPLETED APPLICATION. ANSWER ALL QUESTIONS AND INCLUDE A COMPLETE, CURRENT STATEMENT OF YOUR WORK HISTORY AND QUALIFICATIONS. ANY FALSE STATEMENT OR ANSWER, OR OMISSION, MAY BE CAUSE FOR REJECTION OF THE APPLICATION OR FOR DISCHARGE AFTER APPOINTMENT.

LAST NAME			FIRST NAME			MIDDLE INIT.	
POSITION APPLYING FOR			WAGE DESIRED		DESIRED START DATE		
CHECK ONE:	<input type="checkbox"/> REGULAR FULL-TIME	<input type="checkbox"/> REGULAR PART-TIME	NUMBER OF HRS/WEEK:				
ARE YOU WILLING TO WORK OVER-TIME IF REQUIRED?			<input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU WILLING TO WORK WEEKENDS?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
LIST ANY HOURS OR DAYS YOU CAN NOT WORK?							
CURRENT STREET ADDRESS			HOME TELEPHONE		CELL TELEPHONE		
CITY	STATE	ZIP CODE	EMAIL ADDRESS		ALTERNATE TELEPHONE		
MAILING ADDRESS (if different from above)			HAVE YOU WORKED FOR WESTMONT LIVING BEFORE		<input type="checkbox"/>	<input type="checkbox"/>	
			ARE YOU 18 YEARS OF AGE OR OLDER?		<input type="checkbox"/>	<input type="checkbox"/>	
CITY	STATE	ZIP CODE	ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.?		<input type="checkbox"/>	<input type="checkbox"/>	

PROFESSIONAL LICENSES OR CERTIFICATIONS							
			<input type="checkbox"/> SPEAK	<input type="checkbox"/> READ	<input type="checkbox"/> WRITE		
			<input type="checkbox"/> SPEAK	<input type="checkbox"/> READ	<input type="checkbox"/> WRITE		
LANGUAGE (OTHER THAN ENGLISH)				LANGUAGE (OTHER THAN ENGLISH)			
EDUCATION	NAME AND ADDRESS	YEARS COMPLETED	DID YOU GRADUATE?	DIPLOMA AWARDED OR GED CERTIFICATE			
HIGH SCHOOL			<input type="checkbox"/> YES <input type="checkbox"/> NO				
UNIVERSITIES, COLLEGES, VOCATIONAL AND/OR TRADE SCHOOLS ATTENDED (List most recent attendance)			MAJOR SUBJECT FIELD OF STUDY	DEGREE AWARDED			
COLLEGE OR UNIVERSITY							
POST COLLEGE OR UNIVERSITY							
TRADE SCHOOL							
OTHER TRAINING OR EDUCATION							

MOST RECENT EMPLOYER	STARTING TITLE	ENDING TITLE
	DESCRIPTION OF DUTIES:	
ADDRESS		
SUPERVIOR'S NAME		
SUPERVIOR'S TITLE	START DATE	END DATE
TELEPHONE	BEGINNING WAGE	ENDING WAGE
REASON FOR LEAVING	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	MAY WE CONTACT THIS EMPLOYER	

EMPLOYER	STARTING TITLE	ENDING TITLE
	DESCRIPTION OF DUTIES:	
ADDRESS		
SUPERVIOR'S NAME		
SUPERVIOR'S TITLE	START DATE	END DATE
TELEPHONE	BEGINNING WAGE	ENDING WAGE
REASON FOR LEAVING		

EMPLOYER	STARTING TITLE	ENDING TITLE
	DESCRIPTION OF DUTIES:	
ADDRESS		
SUPERVIOR'S NAME		
SUPERVIOR'S TITLE	START DATE	END DATE
TELEPHONE	BEGINNING WAGE	ENDING WAGE
REASON FOR LEAVING		

EMPLOYER	STARTING TITLE	ENDING TITLE
ADDRESS	DESCRIPTION OF DUTIES:	
SUPERVIOR'S NAME		
SUPERVIOR'S TITLE	START DATE	END DATE
TELEPHONE	BEGINNING WAGE	ENDING WAGE
REASON FOR LEAVING		

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances of employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application and of immediate discharge if I am employed, regardless of the time elapsed before discovery.

APPLICANT SIGNATURE	DATE
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REFERENCES

NAME	TITLE	BUSINESS
RELATIONSHIP	EMAIL	TELEPHONE NUMBER
NAME	TITLE	BUSINESS
RELATIONSHIP	EMAIL	TELEPHONE NUMBER
NAME	TITLE	BUSINESS
RELATIONSHIP	EMAIL	TELEPHONE NUMBER

EQUAL OPPORTUNITY EMPLOYER

Westmont Living is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. Westmont Living prohibits unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, genetic information, sexual orientation, or any other consideration made unlawful by federal state, or local laws.

I understand that nothing contained in this application, or conveyed during any interview which may be granted or, if hired, during my employment is intended to create an employment contract between me and Westmont Living. I understand and agree that if I am employed, my employment is at will, and that no promises or representations contrary to the foregoing are binding on Westmont Living unless made in writing and signed by me and an authorized Westmont Living representative.

APPLICANT SIGNATURE	DATE
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HOW DID YOU LEARN ABOUT THIS OPENING:	
IF REFERRED, PLEASE PROVIDE NAME & RELATIONSHIP:	



AUTHORIZATION TO RELEASE INFORMATION

It is the policy of Westmont Living to conduct reference checks for all candidates for employment. A photocopy of this signed Authorization is to be considered valid as an original. **Your signature below indicates your agreement with and acknowledgement of the following:**

As an applicant for employment with Westmont Living, I authorized my current and previous employers and work associates (including, but not limited to, supervisors, colleagues and subordinates), to release to Westmont Living any reference information in my personnel records or files (e.g. applications for employment, time and sick leave records, vacation records, performance evaluations), academic records (e.g. transcripts, certificates credentials, etc.), and information related to my work performance and work-related personal characteristics (e.g. my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skills, and professional reputation among co-workers).

I expressly and without reservation waive my right to review the information collected in the reference checks.

Westmont Living will maintain reference information in the strictest confidence and solely for the purposes of the recruitment for which I have applied, and that information obtained during reference checks will not be provided to anyone outside the selection process.

IN EXECUTING THIS AUTHORIZATION, I FULLY AND COMPLETELY RELEASE ALL PRESENT AND PAST EMPLOYERS AND THEIR EMPLOYEES, WESTMONT LIVING AND ITS EMPLOYEES, AND ALL OTHER PERSONS AND ENTITIES FROM LIABILITY FOR ANY DAMAGE, INCLUDING TO THE FULL EXTENT ALLOWED BY LAW, LIABILITY UNDER CALIFORNIA CIVIL CODE SECTIONS 45 AND 46 AND CALIFORNIA LABOR CODE SECTION 1054, OR ANY SIMILAR LAWS OF OTHER STATES OR POLITICAL ENTITIES, WHICH MAY RESULT FROM FURNISHING INFORMATION WHICH I AM PERMITTING TO BE RELEASED BY WAY OF THIS AUTHORIZATION.

I HAVE CAREFULLY READ AND UNDERSTAND ALL OF THE PROVISIONS OF THIS AUTHORIZATION, AND HAVE VOLUNTARY AND WITHOUT COERCION OF DURESS AGREED TO AND SIGNED THIS AUTHORIZATION.

APPLICANT'S FULL NAME (PRINT)	OTHER NAMES USED (IF APPLICABLE)
APPLICANT'S SIGNATURE	DATE



WESTMONT LIVING®
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CONFIDENTIAL CONVICTION REPORT

NAME	
POSITION APPLYING FOR	DATE

PLEASE READ CAREFULLY:

***California Applicants: When answering, you need not identify any conviction for a marijuana-related offense if the conviction is more than two years old, or any information pertaining to referral to and participation in any pre-trial or post-trial diversion program.**

Have you ever been convicted of a criminal offense that has not been expunged, sealed, pardoned, annulled, discharged, statutorily eradicated or dismissed upon condition of probation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If your answer is "Yes" to any of the items listed above, please explain below:

DATE	CHARGE	CODE SECTION	DISPOSITION (Results/Remarks)

A conviction record does not automatically prevent you from employment consideration with Westmont Living. However, failure to complete this form or to provide the requested information may disqualify your from selection or cause your dismissal from employment. You may request an interview with the Human Resources Department prior to completing this form.

Have you been sanctioned or disciplined by, or excluded from participating with, any government agency?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If "yes" to the above question, please explain:

Have you been found to have committed abuse or neglect by a licensing or government agency?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If "yes" to the above question, please explain:

I certify that the above is true and further understand it will be subject to proper investigation.

APPLICANT'S SIGNATURE	DATE



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APPLICANT SELF-IDENTIFICATION FORM

NAME	
POSITION APPLYING FOR	DATE

Westmont Living is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we ask all applicants to voluntarily self-identify their ethnicity, gender, disability status and veteran status.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

<u>Gender</u> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Decline to self-identify	<u>Veteran Status</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
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<u>Ethnicity</u> <input type="checkbox"/> Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. <input type="checkbox"/> White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East or North Africa. <input type="checkbox"/> Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa. <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands. <input type="checkbox"/> Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. <input type="checkbox"/> American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment. <input type="checkbox"/> Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above races. <input type="checkbox"/> Decline to Identify

APPLICANT'S SIGNATURE	DATE