



Swiss Village

1350 W MAIN STREET
BERNE, INDIANA 46711

EMPLOYMENT APPLICATION

PLEASE PRINT

Date _____

Swiss Village is an equal opportunity employer. Applicants are considered for employment without regard to race, color, national origin, religion, gender, age, handicap, disability, citizenship status, or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification: Swiss Village will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities.

Name		
(Last)	(First)	(Middle)
Address		Telephone No.

City	State	Zip	
Social Security Number		Salary Expected	
Position(s) desired			

Education Circle highest grade completed: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

	Name and Location	From	To	Graduate?
High School				
College				
Other				
Special training or skills				

Please complete if applicable:

Registered Nurse License # _____ State _____
 Practical Nurse License # _____ State _____
 Certified Nurse Aide # _____ State _____

Related Skills _____

When would you be available to begin work if offered a position of employment? _____

Have you ever been employed by Swiss Village? Yes _____ No _____
 If yes, what was your name at that time? _____

Have you ever worked in a home for the aged or other health care facility? Yes _____ No _____
 Details _____

Why are you interested in working for Swiss Village? _____

How did you learn about employment possibilities with Swiss Village? _____

Are you a US citizen or an alien legally entitled to work in the position(s) for which you have applied? Yes _____ No _____

Are you interested in part-time work? _____ Full-time? _____ Temporary? _____ Seasonal only? _____

What hours during the day would you be available for work? _____

Are you available for evening and/or night shift? Yes _____ No _____

Are you willing to work on weekends? Yes _____ No _____ Holidays? Yes _____ No _____

Please summarize special job-related skills and qualifications acquired from education, employment, volunteer work or military service.

List any specific skills you have that will be helpful in performing the responsibilities of the position(s) for which you are applying.

Personal References

List the name, address and telephone number of four references who are not related to you and are not previous employers.

Person's Name	Address	Telephone Number

Employment History

Starting with your present or most recent job, list your employment experience. You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment. Do not omit any employment. If you need additional space, please continue on a separate sheet of paper.

Employer	Employer Dates	Kind of Work Performed
Address	From:	
	To:	
Telephone	Salary/Hourly Rate	

Employer	Employer Dates	Kind of Work Performed
Address	From:	
	To:	
Telephone	Salary/Hourly Rate	

Employer	Employer Dates	Kind of Work Performed
Address	From:	
	To:	
Telephone	Salary/Hourly Rate	

Employer	Employer Dates	Kind of Work Performed
Address	From:	
	To:	
Telephone	Salary/Hourly Rate	

May we contact the employers listed above? Yes No

If no, indicate which one(s) you do not wish us to contact, and state the reason why you prefer that we do not contact the employer(s). _____

Have you ever worked under a different name? Yes No

If so, what was the name? _____

Have you ever been discharged or asked to resign from any position? Yes No

If yes, please state employer and dates of employment. _____

Have you ever been disciplined at a place of employment? Yes No

If yes, explain: _____

Employment History Continued

Which of the positions that you held did you like best? Why?

Which of the positions that you held did you like least? Why?

Have you been convicted of or plead guilty to a felony or misdemeanor other than a traffic violation? Yes _____ No _____

If yes, please explain. (Please Note: conviction or plea will not necessarily disqualify applicant from employment.)

Applicant's Statement

(Please indicate that you have read and that you understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.)

_____ I certify that this application was completed by me and that all entries on it and all information in it are true and complete to the best of my knowledge. In the event of employment, I understand that false, misleading, or omitted information in my application may result in discharge.

_____ I understand that submission of an application does not guarantee employment. I further understand that, if an offer of employment is extended by Swiss Village, that such employment is "at will". It is for no specified duration and may be terminated by either Swiss Village or myself at any time, with or without cause or notice. I further understand that statements which may be contained in policies, practices, handbooks, or other Swiss Village material do not create any guarantee of employment and that Swiss Village has the right to modify, amend, or terminate policies, practices, benefit plans, or other programs within the limits and requirements imposed by law. I understand that no representative of Swiss Village, other than the Executive Director or designee, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding on Swiss Village.

_____ In consideration for employment with Swiss Village, if employed, I agree to conform to the rules, regulations, policies, and procedures of Swiss Village at all times and understand that such obedience is a condition of employment. I understand that due to the nature of Swiss Village's business, attendance and punctuality are considered essential requirements and that poor attendance or tardiness will result in disciplinary action.

_____ I understand that if offered a position with Swiss Village, I will be required to undergo a Mantoux TB test, drug and/or alcohol screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests or checks will result in withdrawal of any employment offer or termination of employment if already employed.

_____ I hereby release all parties, including but not limited to Swiss Village, personal references, and previous employers, from any and all liability for any injury or damage that may result from their furnishing information to Swiss Village, concerning me or any action Swiss Village takes on basis of such information.

_____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me by Swiss Village is contingent upon my Ability to produce the required documentation within the time period required by law.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date