

Date Received by HR:
Position: _____



EMPLOYMENT APPLICATION for

(Applicant's name goes here)

Please read the following important information carefully before completing the application form. This will assist us to understand each other's goals and needs earlier in the application and employment process.

Please return to the Human Resources Department via the Front Reception Desk.

- The Kenney is an equal opportunity employer. Our intent is to recruit, hire, train, and promote all persons in all job groups in accordance with law, without regard to race, color, religion, sex, age, marital status, disability, national origin, sexual preference, or any other protected status.
- Please let us know if you need accommodation in order to participate in the application process.
- To be considered for employment, it is important that ALL portions of this application be completed. Please do not use the phrase "see resume" to substitute for completeness on this form.
- This application will be maintained on active status for a period of 30 days.
- The Kenney is a non-smoking campus.

PERSONAL INFORMATION

NAME Last	First	Middle	Telephone Number	Today's Date
Social Security Number	Date Available	Have you previously worked or applied at The Kenney? Dates?		
Position Applied For		Full Time _____ Part Time _____ Casual/On Call _____		
Present Address				
Are you at least 18 years of age? YES _____ NO _____ If not, do you have a valid work permit? YES _____ NO _____				
Message/Emergency Contact and Telephone Number			Desired Shift (please circle) DAY EVENING NIGHT CASUAL	
Expected Salary \$	Based on what you have been told or read, are you able to perform the essential functions of the position, with or without accommodation? YES _____ NO _____			

PERSONAL REFERENCES

Please list two individuals who have knowledge of your abilities and character. Do not list former supervisors or relatives.			
Name	How long known?	Home Telephone	Work Telephone
Are there other names under which you are known to personal or employment references you have listed in this application?			

EDUCATION

Please list last high school and all business and trade schools, as well as colleges attended					
Education/Type of School	Name and Location of School	Circle Last Year Attended	Course of Study	GPA	Did you graduate?
High School		9 10 11 12			
College		1 2 3 4			
College		1 2 3 4			
Business/Trade School		1 2 3 4			
Extracurricular activities and other educationally related information you feel we should know.					

List any other experience, skills or other qualifications, including hobbies, which you believe should be considered in evaluating your qualification for employment.

Please list in this section, any licenses/certifications held in the last ten years.

ATTENDANCE AND PUNCTUALITY INFORMATION

Consistent attendance and punctuality are essential requirements of every job with The Kenney. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with the company?

YES NO

If YES, please explain:

In the past 2 years, how many scheduled days of work have you missed in total? _____

Is this typical for you? YES NO

EMPLOYMENT HISTORY

May we contact your present employer? YES NO

If no, please explain:

Are there any previous employers who might not rehire you? YES NO

If YES, please explain:

Do you have any commitments to another employer that might, in any way, affect your work with us?

YES NO If YES, please explain:

Please list ALL of your former employers within the last 10 years. Begin with the most recent or present. Use a separate sheet of paper if necessary. Please complete every section. We ask that you do not write 'See resume' as a substitute for this.

From Mo./Yr.	To Mo./Yr.	Name AND Location of Employer	Your Position	Reason for Leaving	Name & Business Phone of LAST Immediate Supervisor

Are any of your relatives presently employed with The Kenney? YES NO

If YES, who?

How were you referred? NEWSPAPER AD WALK- IN EMPLOYEE REFERRAL

If Employee Referral, who?

MILITARY RECORD

United States Military Services From _____ To _____ Branch _____

Reason for leaving service: _____ Duties _____

CRIMINAL RECORD

NOTE- A conviction record will not necessarily bar you from employment, but we are required by law to investigate this carefully. Within the past 7 years, have you been convicted of an offense against civil or military law, or been released from a prison or other detention facility? (Omit Traffic violations with a fine under \$100 except where liquor or drugs were involved and any offense committed before your 21st birthday which was settled in a juvenile court or under a youth offender law)

YES NO

If YES, please indicate the nature of the offense, date, court and disposition. Use a separate sheet of paper if necessary.

VISA INFORMATION

Are you legally authorized/permitted to work in the United States? YES NO

DRUG SCREEN DISCLOSURE NOTIFICATION

All prospective employees of The Kenney must successfully pass a pre-employment drug screen in order to begin employment. Any person who fails the drug screen will not be allowed to begin employment.

Upon completion of the drug screen, the results will either be *passed* or *referred*. A prospective employee will be allowed to begin work with a passing test. If the test is returned referred, the prospective employee will be given the opportunity to explain to a medical review officer why the test came back positive. If the medical review officer determines that there are legitimate reasons for the positive test, the employee will be allowed to begin work. If the medical review officer determines that there is not a valid reason for the positive test, the employee will not be allowed to begin work.

By signing below, I acknowledge that I have been informed of The Kenney’s pre-employment drug screen as outlined above.

BACKGROUND CHECK NOTIFICATION AND AGREEMENT

Because The Kenney serves vulnerable adults, The Kenney needs to determine if applicants are suitable for employment. The following reports obtained may include but are not limited to: social security number verification, criminal records checks, public court records checks, educational records checks and verification of employment. All applicants are required to disclose to The Kenney if they have been convicted of a crime or have had findings made against them in any civil adjudicative proceeding.

By signing below, I acknowledge that I have been informed and authorize The Kenney to conduct a background check for employment purposes.

AGREEMENT

I hereby affirm that the information provided on this application form (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the organization or myself. I understand that no management official other than the Chief Executive Officer has authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment.

I authorize persons, schools, my current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision. I release all parties from liability for any damages that may result from furnishing same to the organization or its agents.

Signature

Date

For internal use only:

Interviewing Manager: _____ Date Interviewed: _____

Actions Needed:

_____ Please continue hiring process

_____ Not Interested (reason _____)

Please return to Human Resources for further processing