



**EMPLOYMENT APPLICATION**  
 (Please complete all sections, incomplete applications will not be considered)

**Contact Information**

Today's Date: \_\_\_\_\_

\_\_\_\_\_  
 Last Name First Name MI

\_\_\_\_\_  
 Street Address Apt # City State Zip code

\_\_\_\_\_  
 Area Code Phone Number E-mail Address

**Employment Desired**

Full Time  Part Time  PRN

<i>Position(s) Applying For</i>	<i>Shift</i>	<i>Salary Desired</i>
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First Choice		
Second Choice		

Days Available to Work:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Can you perform the essential functions of this job with or without reasonable accommodation?  Yes  No

How did you learn about Friendship Village of Columbus? Do you know a current employee? \_\_\_\_\_

Are you related to anyone at Friendship Village of Columbus?  Yes  No

If so, whom? \_\_\_\_\_ Relationship \_\_\_\_\_

Have you been previously employed with FVC?  Yes  No If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

**Employment History** (List last or present position first) May we contact your current employer?  Yes  No

<i>Employer</i>	<i>Dates Employed/ Salary</i>	<i>Positions/Duties</i>	<i>Reason For Leaving</i>
Name _____ Address _____ Supervisor _____ Phone ( ) _____	From _____ To _____ Begin \$ _____ End \$ _____	_____ _____ _____ _____	_____ _____ _____ _____
Name _____ Address _____ Supervisor _____ Phone ( ) _____	From _____ To _____ Begin \$ _____ End \$ _____	_____ _____ _____ _____	_____ _____ _____ _____
Name _____ Address _____ Supervisor _____ Phone ( ) _____	From _____ To _____ Begin \$ _____ End \$ _____	_____ _____ _____ _____	_____ _____ _____ _____

**Employment History, Continued**

<i>Employer</i>	<i>Dates Employed/ Salary</i>	<i>Positions/Duties</i>	<i>Reason For Leaving</i>
Name _____ Address _____ Supervisor _____ Phone (    ) _____	From _____ To _____ Begin \$ _____ End \$ _____	_____ _____ _____ _____	_____ _____ _____ _____

**Education**

Last grade of school completed \_\_\_\_\_

<i>School Attended</i>	<i>Course of Study</i>	<i>Degree Obtained</i>
Name _____ Address _____	_____ _____ _____	_____ _____
Name _____ Address _____	_____ _____ _____	_____ _____

List any other training or certifications you have had which may help you in the position you have applied for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Friendship Village of Columbus is committed to a drug free workplace providing a healthful and productive work environment, free from the effects of alcohol and drugs. Pre-employment drug/alcohol screening is required for all applicants to whom a job offer will be extended. Refusal to participate in the drug/alcohol testing procedure will prohibit any candidate from being considered for employment. The candidate must pass the drug/alcohol screen for employment with Friendship Village of Columbus. Results of the drug/alcohol testing program will only be communicated to the Human Resource Director/HR Assistant and/or Medical Review Officer.*

The above information is true and complete. I understand that if employed, false statements on this application shall be considered cause for dismissal. In making this application for employment, I authorize you to make an investigation of my character, general reputation and work record. I understand that I have the right to make a written request within a reasonable time period to receive additional information about the nature and scope of any such investigative report that may be made. Furthermore, **I hereby voluntarily authorize Friendship Village of Columbus to obtain consumer reports about me from a consumer-reporting agency and to consider the consumer reports when making decisions regarding my employment at Friendship Village of Columbus.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*Friendship Village of Columbus is an equal opportunity employer. Employment decisions are made solely on the basis of qualification and without regard to race, color, creed, nationality, sex, sexual orientation, age or disability.*