



MENNONITE VILLAGE

Providing Life-Enriching Services to People of All Faiths and Beliefs

APPLICATION FOR EMPLOYMENT

Mennonite Village is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis, including race, color, age, gender, religion, national origin, disability, sexual orientation, or any other basis prohibited by federal or state law. Please complete the entire application to ensure processing.

GENERAL INFORMATION

First Name	Middle Name	Last Name	Today's Date
All Other Names (include maiden name)			Position Desired
Street Address	City	State	ZIP
E-Mail Address			Message/Mobile Phone Number

	Yes	No		Yes	No	If you are an applicant for a direct care position, please prioritize your choice of location (1=first choice, etc.): Alzheimer's Care _____ Assisted Living _____ In-Home Care _____ Nursing & Rehab _____
On-Call Shifts	<input type="checkbox"/>	<input type="checkbox"/>	Day Shift	<input type="checkbox"/>	<input type="checkbox"/>	
Temporary Work	<input type="checkbox"/>	<input type="checkbox"/>	Swing Shift	<input type="checkbox"/>	<input type="checkbox"/>	
Rotating Shifts	<input type="checkbox"/>	<input type="checkbox"/>	Night Shift	<input type="checkbox"/>	<input type="checkbox"/>	
Full-Time Work	<input type="checkbox"/>	<input type="checkbox"/>	Available Mon-Fri	<input type="checkbox"/>	<input type="checkbox"/>	
			Available Sat-Sun	<input type="checkbox"/>	<input type="checkbox"/>	
			Days/Times Not Available:			

If you are an RN, LPN, CMA, CNA or other professional requiring licensure, are you currently licensed in Oregon?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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State	Registration No.	Expiration Date	Type

Are you older than 20 years of age?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you older than 16 years of age?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

When would you be available for employment?

Have you previously been employed by Mennonite Village?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, when?		
Under what name?		

Have you ever been found to have committed abuse?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of a felony?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been excluded or prohibited from being paid with federal monies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

* Conviction will not necessarily disqualify an applicant for employment.

PERSON TO CONTACT IN CASE OF EMERGENCY OR MESSAGE

First Name	Last Name	Relationship
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Street Address	City
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EDUCATION

Name and Address of School	No. of Years Attended	Graduated		Course or Major
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	

ADDITIONAL INFORMATION

List other skills or additional educational background you feel is pertinent to your application. You may also wish to summarize any information necessary to fully describe your qualifications.

PRIOR WORK HISTORY

Begin with present or most recent employer.

Company Name				Supervisor's Name
Street Address	City	State	ZIP	Supervisor's Phone Number
Employed from (MM/YYYY) to (MM/YYYY)				Rate of Pay
Duties				
Reason for Leaving			Your Name While Employed There (for reference)	

Company Name				Supervisor's Name
Street Address	City	State	ZIP	Supervisor's Phone Number
Employed from (MM/YYYY) to (MM/YYYY)				Rate of Pay
Duties				
Reason for Leaving			Your Name While Employed There (for reference)	

Company Name				Supervisor's Name
Street Address	City	State	ZIP	Supervisor's Phone Number
Employed from (MM/YYYY) to (MM/YYYY)				Rate of Pay
Duties				
Reason for Leaving			Your Name While Employed There (for reference)	

Company Name				Supervisor's Name
Street Address	City	State	ZIP	Supervisor's Phone Number
Employed from (MM/YYYY) to (MM/YYYY)				Rate of Pay
Duties				
Reason for Leaving			Your Name While Employed There (for reference)	

REFERENCES

List individuals who may be able to give us additional information regarding your skills (i.e., teachers). You may also wish to list work associates other than immediate supervisors.

Name and Occupation	Address and Phone Number
1.	
2.	
3.	

(Continue to the next page ->)

APPLICANT'S CERTIFICATION AND AGREEMENT

Please read carefully.

1. I certify by my signature that the information I have given on this application is true and complete. I understand that any concealment or misrepresentation may be considered cause for termination of employment.
2. I hereby authorize Mennonite Village to process my application for employment by checking references with former employers, schools or colleges, and individuals. I also release the individuals, companies, or institutions from whom Mennonite Village may request information concerning me from all liability for any damage incurred in furnishing reference information.
3. I understand that if selected, I will be required to undergo a drug screening test and criminal background check, and that any job offer I receive is contingent upon the successful completion of the drug screening and background check.

Today's Date (MM/DD/YYYY)

Applicant's Signature

How did you hear about this job opening at Mennonite Village?

_____ Newspaper Advertisement

_____ State Employment Office

_____ Radio Advertisement

_____ Job Posting (Where?)

_____ LBCC CNA Class

_____ A Friend (Who?)

_____ Other (please specify): _____

For best results, save this form to your computer or device.

You can print this application form and complete it manually, preferably with ink.

Return the completed application to:

Mennonite Village

Attn: Employment Application

5353 Columbus St SE

Albany, OR 97322

You can type your information into the digital fields of this form. Save your work, and then print the completed application and mail it to the address above or send the application as an e-mail attachment to: **MVResume@mennonitevillage.org**.