|  |  |
| --- | --- |
|  | Prairie Ridge of Galena, LLC |

# Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |       |       |       | Date: |       |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |       |       |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |       |       |       |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |       | Email | :       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available: |       | Social Security No.: |       | Desired Salary: | $      |

|  |  |
| --- | --- |
| Position Applied for: |       |

|  |  |
| --- | --- |
| Special Skills or Certifications: |       |
|  |       |
| Are you a citizen of the United States? | YES[ ]  | NO[ ]  | If no, are you authorized to work in the U.S.? | YES[ ]  | NO[ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever worked for this company? | YES[ ]  | NO[ ]  | If yes, when? |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been convicted of a felony? | YES[ ]  | NO[ ]  |  |

|  |  |
| --- | --- |
| If yes, explain: |       |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |       | Address: |       |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |       | To: |       | Did you graduate? | YES[ ]  | NO[ ]  | Diploma: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |       | Address: |       |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |       | To: |       | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Other: |       | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |       | To: |       | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |       |

## References

Please list three references.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |       | Relationship: |       |
| Company: |       | Phone: |       |
| Address: |       |  |  |
|  |  |  |  |
| Full Name: |       | Relationship: |       |
| Company: |       | Phone: |       |
| Address: |       |  |  |
|  |  |  |  |
| Full Name: |       | Relationship: |       |
| Company: |       | Phone: |       |
| Address: |       |  |  |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |       | Phone: |       |
| Address: |       | Supervisor: |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |       | Starting Salary: | $      | Ending Salary: | $      |

|  |  |
| --- | --- |
| Responsibilities: |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |       | To: |       | Reason for Leaving: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |       | Phone: |       |
| Address: |       | Supervisor: |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |       | Starting Salary: | $      | Ending Salary: | $      |

|  |  |
| --- | --- |
| Responsibilities: |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |       | To: |       | Reason for Leaving: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |       | Phone: |       |
| Address: |       | Supervisor: |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |       | Starting Salary: | $      | Ending Salary: | $      |

|  |  |
| --- | --- |
| Responsibilities: |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |       | To: |       | Reason for Leaving: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |       | Date | :       |

 |  |

Instruction: Please save a copy of the completed application to your device and email to Megan Kaiser, Executive Director at director@prairieridgeofgalena.com or print the application and drop off or mail it to 1 Prairie Ridge Drive, Galena, IL 61036.