

EDUCATIONAL BACKGROUND

A. List last three (3) schools attended, starting with the most recent. **B.** List number of years completed. **C.** Indicate degree, diploma or certification earned, if any.

A. SCHOOL NAME AND LOCATION	B. NUMBER OF YEARS COMPLETED	C. DEGREE DIPLOMA

SKILLS AND QUALIFICATIONS

List any special training that you have completed that may qualify you as being able to perform job-related functions in the position for which you are applying (For example: Clinical experience, Home Health Care, Urgent Care, Senior Care, Pharmacy, Volunteer Services, etc.)

LICENSE AND CERTIFICATION INFORMATION

List all applicable licenses or certifications that you have and their expiration dates below:

License/Certification	#(If Applicable)	Date Issued	Exp. Date
License/Certification	#(If Applicable)	Date Issued	Exp. Date
License/Certification	#(If Applicable)	Date Issued	Exp. Date
License/Certification	#(If Applicable)	Date Issued	Exp. Date

License or certification ever revoked? Yes No (Check One)

ADDITIONAL INFORMATION

List professional, trade, business or civic associations and any offices held.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

List any additional information you would like us to consider.

EMPLOYMENT HISTORY

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in the comments section below.

Employer	Phone ()	DATES EMPLOYED		Summarize the type of work performed and job responsibilities:
		FROM	TO	
Address	City	State	Zip	
Starting Job Title/Final Job Title	HOURLY RATE/SALARY			
	STARTING			
Immediate Supervisor and Title	\$	PER		
Reason for leaving	HOURLY RATE/SALARY			
	FINAL			
May we contact for a reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	PER		

Employer	Phone ()	DATES EMPLOYED		Summarize the type of work performed and job responsibilities:
		FROM	TO	
Address	City	State	Zip	
Starting Job Title/Final Job Title	HOURLY RATE/SALARY			
	STARTING			
Immediate Supervisor and Title	\$	PER		
Reason for leaving	HOURLY RATE/SALARY			
	FINAL			
May we contact for a reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	PER		

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Immediate Supervisor and Title	\$	PER		
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	FINAL			
May we contact for a reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	PER		

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Immediate Supervisor and Title	\$	PER		
Reason for leaving	HOURLY RATE/SALARY			
	FINAL			
May we contact for a reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	PER		

Comments Including explanation of any gaps in employment _____

REFERENCES

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	PHONE	NO. OF YEARS KNOWN
	()	
	()	
	()	

Consistent and regular attendance and punctuality are essential requirements of every job in this company. Is there anything which would interfere with your obligation of consistent and regular attendance and punctuality if you were offered a position?

Yes No If Yes, Reason: _____

Have you ever been convicted of any crimes, other than minor traffic violations? Yes No

If yes, state the nature of the crime(s), when and where convicted and the disposition of the case:

(Note: Applicants who have been convicted of a criminal offense will not automatically be denied employment. The nature of the offense, the date of the offense, the surrounding circumstances and the offense to the position applied or will, however, be considered. Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.)

PLEASE READ AND INITIAL IN EACH BOX

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application or have authorized all information listed on the application. _____

I hereby authorize the employer to thoroughly investigate my references, work record, education and any other matters related to my suitability for employment and, further, authorize my former employers to disclose any and all of my employment records. _____

I understand that any information on this application or on any document used to secure employment found to be false, incomplete or misrepresented in any respect will be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. _____

I certify I have not been excluded from or sanctioned by any governmental health care benefits program, including but not limited to Medicare, Medicaid, CAMPUS, or the federal retired railway workers benefit program. _____

I understand and agree that changes in the job duties, responsibilities, work schedule, shifts, working conditions, etc. may occur during my employment. _____

I authorize to have a criminal background check for employment purposes. I understand my employment offer is conditional pending the results of the background check. _____

I understand if hired, I must prove that I am legally authorized to work in the United States. _____

I authorize to have my driving record checked if the position for which I am applying requires driving. _____

I release the employer and all providers of information from any liability as a result of furnishing and receiving any information related to the hiring process. _____

I understand, if hired, my employment offer is conditional pending the results of a drug screening. _____

This application is not, nor is it intended to be, a contract of employment and its terms may be changed at any time. I understand all employees are considered employees at-will. An employee's employment can be terminated by either the employee or the employer at any time, for any reason, with or without cause or notice, except as otherwise indicated by law. No manager, supervisor, or representative of the employer, other than the President, has any authority to enter into any agreement for employment for any period of time, or to make any agreement contrary to the foregoing. _____

I understand the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment in a basis prohibited by applicable local, state or federal law. _____

I understand that this application will remain on file for six (6) months. At the conclusion of that time, if I have not been hired and still wish to be considered for employment, it will be necessary to reapply and complete a new application. _____

Print Name _____ **Signature** _____ **Date** _____

Mail Completed applications
"Attention: Human Resources" to:

Luther Oaks
601 Lutz Road
Bloomington, IL 61704
(309) 664-5940
www.LutherOaks.org

Lutheran Home
800 W. Oakton Street
Arlington Heights, IL 60004
(847) 368-7400
www.LutheranHome.org

Pleasant View
505 College Avenue
Ottawa, IL 61350
(815) 434-1130
www.pvOttawa.org

St. Pauls House
3800 N. California Avenue
Chicago, IL 60618
(773) 478-4222
www.StPaulsHouse.org

The Arlington
Information Center
12276 Tamiami Trail East, Ste. 501
Naples, FL 34113
(866) 986-9690
www.ArlingtonNaples.org

Wittenberg Village
1200 E. Luther Drive
Crown Point, IN 46307
(219) 663-3860
www.WittenbergVillage.org