

# APPLICATION FOR EMPLOYMENT

*An Equal Opportunity Employer*

We hire and promote without regard to race, color, sex, national origin, religion, marital status, age, sexual orientation, current military status, or disability. This application must be completed within the building. Please see the receptionist if you need assistance filling out or reading the application. Each section and question must be fully and accurately answered. No action will be taken on an incomplete application. Please print clearly in blue or black ink.

## PERSONAL DATA

<b>Name</b> (First, Middle, Last)	<b>Today's Date</b>
<b>Current Address</b> (Street # or P.O. Box #)	<b>Position Applying For</b>
<b>City</b> <b>State</b> <b>Zip</b>	<b>Telephone Number</b>
<b>Email Address</b> _____	
<b>Are you At Least 18 years Of Age?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Date available to begin employment:</b> _____

## JOB INTEREST

**Shift Preference:**     Days             Nights             Full Time  
                                   Evenings     Weekends     Part Time            **Expected Salary:** \_\_\_\_\_

**Have you ever worked for Generations or Wheatland Village before?**     YES             NO  
 If Yes, when: \_\_\_\_\_ Position: \_\_\_\_\_

**Have you ever been arrested and/or convicted of any crime?**                       YES             NO  
 Explain: \_\_\_\_\_  
 (The existence of convictions does not constitute an automatic bar to employment.)

**Have you lived outside of the State of Washington in the last 5 years?**                       YES             NO  
 List: \_\_\_\_\_

**Person to notify in case of an emergency:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Are you lawfully authorized to work in the U.S.?**                       YES             NO  
 (Federal law requires proof of identity and employment authorization for all new employees)

**Referred By:**             Employee     Advertisement     Friend  
 If Employee, Who? \_\_\_\_\_

## EDUCATION & TRAINING

Level	Name & Location	Course of Study	Year Completed	Diploma/Degree
Post Graduate, Business Trade or Other Schools		Major  Degree	1 2 3 4	
College		Major  Degree	1 2 3 4	
High School			9 10 11 12	
State any other job related education or training that may be of significance:				

## WORK EXPERIENCE

Give employment record as completely as possible, starting with your present or last employer and extending back the past 3 employers.

Dates of Employment	Employer & Location	Supervisor's Name	Wage	Brief Description of Duties
From:  To:	Employer Name:  Address:  Phone:	Supervisor Name:  Phone:	Starting:  Ending:	Job Title & Duties:   Reason for Leaving:
From:  To:	Employer Name:  Address:  Phone:	Supervisor Name:  Phone:	Starting:  Ending:	Job Title & Duties:   Reason for Leaving:
From:  To:	Employer Name:  Address:  Phone:	Supervisor Name:  Phone:	Starting:  Ending:	Job Title & Duties:   Reason for Leaving:
List other related skills and experiences:				

## REFERENCES

Please list 3 references: (1 personal & 2 professional)

Name	Address	Phone Number	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# APPLICANT CONSENT

This application is null and void 30 days after receipt. Only original applications considered.

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind whatsoever. I hereby authorize all persons and institutions mentioned on this application to give information relative to possible future employment. I agree to release said persons, institutions and Wheatland Village/WWGHR, LLC from all liability in regard to the final outcome(s) due to the transmission of truthful reference information. I understand that employment with Wheatland Village/WWGHR, LLC, is terminable at will, with or without cause, and with or without notice, by the employee or Wheatland Village/WWGHR, LLC. All obligations on Wheatland Village/WWGHR, LLC's part, with respect to salary, shall end with the last day worked. I understand that any falsification or omission of relevant information may result in a denial of an offer or termination. I understand that employees are not allowed to smoke in the facility.

I authorize the company to release to any person, firm, entity, or organization with which I may seek employment in the future, any truthful information concerning my work experience with the company. I hereby release and hold the company harmless from any claim for releasing any truthful information within its knowledge and/or records.

**I have had the opportunity to have my questions about this statement's content and intent answered and I understand its terms.**

**Applicant's Signature:**

**Date:**

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## **NOTICE TO ALL APPLICANTS:**

Wheatland Village verifies the Social Security Numbers of all *hired* individuals for payroll purposes. Once an applicant is hired and has completed the hiring paperwork, the Social Security Number that was given to us by the applicant is checked for accuracy. This check will be done through the SOCIAL SECURITY ADMINISTRATION EMPLOYEE VERIFICATION SERVICE. If there is a discrepancy found, you will be asked for correction. If you have any questions or need further explanation, please ask to speak with the Business Office Manager.

Thank You,

Wheatland Village Management  
1500 Catherine Street  
Walla Walla, WA 99362  
Phone: 509-527-9600  
Fax: 509-527-9800