

**Denver Sunset Home  
Application for Employment**

**Position Applying For:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(Last) (First) (Middle Initial) (Maiden Name)

**Address:** \_\_\_\_\_  
(Street Address – No P.O. Boxes) (City) (State) (Zip Code)

**Social Security Number:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Please answer the following questions:**

- 1. Are you legally eligible for employment in the United States? Yes No
- 2. Are you at least 18 years of age? Yes No  
Are you at least 16 years of age? Yes No  
If you are less than age 16, can you provide a work permit? Yes No
- 3. Have you ever been employed by the Denver Sunset Home? Yes No  
If yes, please indicate the date and position held: \_\_\_\_\_
- 4. Are you currently employed? Yes No  
May we contact your employer? Yes No
- 5. Are you on a lay off and subject to recall? Yes No
- 6. Are you member of the U.S. Armed Forces? Yes No
- 7. Do you have a record of founded child or dependent adult abuse? Yes No  
Have you ever been convicted of a crime in Iowa or any other state? Yes No  
If yes, please explain: \_\_\_\_\_
- 8. If hired, on what date would you be available for work? \_\_\_\_\_
- 9. Are you available to work: Full-time: \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_ PRN \_\_\_\_\_
- 10. Which shifts are you available to work: First \_\_\_\_\_ Second \_\_\_\_\_ Third \_\_\_\_\_ Swing \_\_\_\_\_
- 11. Are you available to work overtime? Yes No
- 12. How did you learn of this job opportunity? \_\_\_\_\_

**Education Information:**

Name & Location of School	Course of Study	Degree/Diploma
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**Post High School Education:** \_\_\_\_\_

**High School/Equivalency:** \_\_\_\_\_

**Other Training:** \_\_\_\_\_

**Membership in professional or civic groups. (Exclude those organizations, which would disclose your age, race, color, sex, national origin, religion, disability).**  
\_\_\_\_\_

**Special skills and qualifications, including those acquired from employment:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employment Experience:** Start with your current or most recent employments first. List your last three jobs regardless of the length of employment. Account for all periods of unemployment.

Employer: \_\_\_\_\_ Date Employed: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Work Performed: \_\_\_\_\_

May we contact your employer for a job reference: Yes No

Employer: \_\_\_\_\_ Date Employed: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Work Performed: \_\_\_\_\_

May we contact your employer for a job reference: Yes No

Employer: \_\_\_\_\_ Date Employed: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Work Performed: \_\_\_\_\_

May we contact your employer for a job reference: Yes No

Comment/Explanation Area: \_\_\_\_\_

*State and Federal Law prohibit discrimination in employment based on race, color, national origin, ancestry, gender, age, religion, creed, marital status, disability, sexual preference.*

**Applicant's Statement: Please read carefully before signing.**

I certify that the answers given in this application are true and complete to the best of my knowledge. The Denver Sunset Home may investigate all statements in this application, including any criminal or abuse record. I understand that any false or misleading information provided can result in a decision not to hire, immediate discharge if hired, civil or criminal penalties in appropriate cases.

I understand that I will be on a 60 or 90 day probationary period if hired and subject to discharge at any time for any reason during the probationary time period. I agree to abide by the policies, procedures, rules, regulations, mission and philosophy, which governs the Denver Sunset Home.

I understand it is the policy of Denver Sunset Home to conduct drug tests of job applicants for the purpose of detecting drug abuse. One of the requirements of employment with the company/organization is the satisfactory passing of the organization's drug test(s). I acknowledge that I understand if I am offered a position, I will have to submit to a drug test. I understand that my offer of employment is contingent upon a number of factors including, but not limited to the drug screen.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Position: \_\_\_\_\_ Fulltime: \_\_\_\_\_ Part-time: \_\_\_\_\_ PRN: \_\_\_\_\_ Shift: \_\_\_\_\_  
Approved Certification/License: \_\_\_\_\_ Date of Hire: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Criminal Background Check: \_\_\_\_\_ Physical Exam: \_\_\_\_\_ TB Test: \_\_\_\_\_ Starting Wage: \_\_\_\_\_