

# APPLICATION FOR EMPLOYMENT



6500 Brush Country Road, Austin, TX 78749 ♦ Phone: 512-892-5774 ♦ [www.regencyvillagecare.com](http://www.regencyvillagecare.com)

Dear Applicant:

Thank you for your interest in employment with Regency Village Care Center. This application form must be signed and dated by all applicants. Please read and acknowledge with your signature the “Applicant’s Acknowledgment & Authorization” on page 3. This application will remain active for sixty (60) days following application date.

Regency Village Care Center is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of age, sex, sexual orientation, race, color, creed, religion, ethnicity, national origin, alienage or citizenship, disability, marital status, military or veteran status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Regency Village Care Center. Please inform the company’s Human Resources representative if you need assistance completing any forms or to otherwise participate in the application process.

### PLEASE FILL OUT COMPLETELY

| <b>PERSONAL</b>   |                 |  |   |                                      |
|---|-----------------|--|---|--------------------------------------|
| Last Name   | First           | Middle   | Date  |                                      |
| Contact Address:  |                 | City:  |   |                                      |
| State   | ZIP             |  |   |                                      |
| Contact Phone   | Message Phone   |  | Social Security Number  |                                      |
| List any other names you have worked under.   |                 | List cities/states you’ve resided in for the past seven years. |   |                                      |
| In case of emergency please contact: Name:  |                 |  |   |                                      |
| Address   | City            | State  | ZIP   | Phone                                |
| Have you ever worked for or applied for a position at Regency Village Care Center? <input type="checkbox"/> Worked <input type="checkbox"/> Applied |                 |  |   |                                      |
| When?   |                 | What position?   |   |                                      |
| Has any member of your family worked for this company?<br><input type="checkbox"/> Yes <input type="checkbox"/> No                                  |                 | If so, who and when?   |   |                                      |
| Position applying for?  |                 | Minimum Income Requirement                                     |   |                                      |
| <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal<br><input type="checkbox"/> Temporary       |                 | When will you be available to start work?                      |   |                                      |
| Are you available to work nights, weekends, Holidays, or rotating shifts if the job requires it?  |                 | Yes <input type="checkbox"/>                                   | No <input type="checkbox"/>   | If no, what times are you available? |
| Are you legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No                                     |                 |  | Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No |                                      |
| How were you referred to <b>Regency Village Care Center</b> ?   |                 |  |   |                                      |
| <b>EDUCATION</b>  |                 |  |   |                                      |
| NAME AND LOCATION OF SCHOOL   | COURSE OF STUDY | YEARS COMPLETED  | GRADUATED   | DEGREE OR DIPLOMA (GED)              |
| HIGH SCHOOL   |                 |  | <input type="checkbox"/> Yes <input type="checkbox"/> No                                |                                      |
| COLLEGE   |                 |  | <input type="checkbox"/> Yes <input type="checkbox"/> No                                |                                      |
| TRADE, BUSINESS or GRADUATE SCHOOL  |                 |  | <input type="checkbox"/> Yes <input type="checkbox"/> No                                |                                      |



## APPLICANT'S ACKNOWLEDGMENT & AUTHORIZATION

I understand that Regency Village Care Center will check the references provided in this application and/or attached resume, including my former employers, supervisors and schools. I authorize these individuals, companies and institutions to furnish Regency Village Care Center with any information they have about me, and I release and hold them and Regency Village Care Center harmless from any liability or damage whatsoever with respect to the release or use of this information.

Dependent upon state requirements, I understand I will be required to submit other background related information so that various background checks can be conducted, including, but not limited to: criminal history, finger-print clearance, proof of licensure, etc. I understand that if I am selected for hire (or receive an offer of employment), I may be required to submit to a post-accident, reasonable cause or random drug and alcohol test, as a condition of employment in accordance with applicable state laws. I authorize Regency Village Care Center to have access to this information.

If I am hired by Regency Village Care Center, I agree to comply with all company policies, procedures, and management directives. I will be given and asked to read a copy of Regency Village Care Center's Employee Handbook, which is a compilation of current policies, not an employment contract, which can be changed at any time, with or without notice. Employees of Regency Village Care Center will be asked to sign the "Acknowledgment of Receipt of Handbook."

I will also be asked to produce a driver's license, social security card or other documents proving my identity and right to work in the United States.

I attest that all information disclosed on this application is true and accurate without omissions of any kind. I understand failure to meet these standards could impact my employment status, up to and including termination.

I acknowledge and understand that my employment with Regency Village Care Center is "at-will" and can be terminated by me or the company at any time and that no one has the authority to make exceptions to this "at-will" rule except in a written agreement signed by the owner of the company.

### Criminal History Information

Have you been convicted of or pleaded guilty or no contest (nolo contendere) to a felony which has not been expunged or sealed by a court? You should answer "no record" if a conviction has been sealed or expunged or otherwise statutorily eradicated.

Yes  No Record

If you checked "yes" please explain below. A criminal conviction will not necessarily be a barrier to employment. To help us evaluate your application, please give the date and nature of the offense and your subsequent rehabilitation.

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Have you been convicted of or pleaded guilty or no contest (nolo contendere) to a misdemeanor classified as public indecency, theft, a sex offense, or an offense against a person or a family (including your own)?  Yes  No Record

If you checked "yes" please explain below.

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Subject to state and federal law, no applicant shall be eligible for employment whose criminal background check reveals any of the following barrier crimes for which there was a conviction, plea of guilty, or plea of nolo contendere (no contest):

- a. Any felony;
- b. Any property related conviction, regardless of amount. (robbery, burglary, petty theft, shoplifting, arson); or
- c. Any crime related to the applicants potential job duties. (e.g. patient abuse or neglect, neglect of the elderly, unlawful restraint, kidnapping or child abduction, forcible detention, battery, sexual assault, abuse, financial exploitation of patients or the elderly, drug abuse or illegal possession, theft, robbery, trespass, arson, etc.)

Information on arrests, allegations, judicially sealed or expunged convictions or juvenile records are not to be considered, unless required by state law and/or directed by the Regional Operations Director and/or Human Resources Director.

I have read and understand the Applicant's Acknowledgment and Authorization.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT'S PRINTED NAME: \_\_\_\_\_

**REGENCY VILLAGE CARE CENTER IS AN EQUAL OPPORTUNITY EMPLOYER.**