

**Frances Atkinson Residence for the Retired  
4717 Main Street, Newbury, VT 05051  
(802) 866-5582 phone; (802) 866-5585 fax**

**APPLICATION FOR EMPLOYMENT**

**PERSONAL INFORMATION:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

                                    Last                                    First                                    Middle

Address: \_\_\_\_\_

                                    Street                                    City/Town                                    State                                    Zip

Social Security # : \_\_\_\_\_ Are you 18 or older? yes \_\_\_\_\_ no \_\_\_\_\_

Phone #: Home \_\_\_\_\_ Cell \_\_\_\_\_ **Email** \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? yes \_\_\_\_\_ no \_\_\_\_\_

---

---

**EMPLOYMENT PREFERENCE:**

Position applied for: \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_

Availability: Day shift \_\_\_\_\_ Evening shift \_\_\_\_\_ Night shift \_\_\_\_\_ Weekends \_\_\_\_\_ Holidays \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If yes, may we contact your present employer? \_\_\_\_\_

Have you ever applied or worked here before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Do any relatives currently work here? \_\_\_\_\_ If yes, who? \_\_\_\_\_

If hired, when would you be available to start employment? \_\_\_\_\_

---

---

Do you have a record of founded child or dependent adult abuse or have you ever been convicted of a crime in this state or another state? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

<b>Education</b>	<b>Name and Location of School</b>	<b># of Years Attended</b>	<b>Did you graduate?</b>	<b>Subjects Studied</b>
High School				
College				
Trade, business or correspondence school				
Other				

Subjects of special study or research work: \_\_\_\_\_

\_\_\_\_\_

U.S. military service? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, type of discharge: \_\_\_\_\_

Present membership in National Guard or Reserves? \_\_\_\_\_

---

---

**CURRENT/FORMER EMPLOYERS:** (List past 3 employers, starting with the most recent.)

Dates (month & year)	name and address of employer	salary	position	reason for leaving
from:				
to:				
from:				
to:				
from:				
to:				

**REFERENCES:** (Give the names of 3 persons not related to you, whom you have known for at least 1 year.)

Name	Address/Phone	Relationship	Years Known

I certify that, to the best of my knowledge, all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misinterpretations are discovered, my application may be rejected. If I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the rules and regulations of the Atkinson Residence, and I agree that my employment is considered "at will" and can be terminated by the Atkinson Residence or by me at any time and for any reason not against the law. I understand that any job offer extended to me will be contingent upon the successful completion of a criminal record check and an abuse registry check.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

=====

(Do not write below this line.)

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Hired: Yes \_\_\_\_\_ No \_\_\_\_\_ Position: \_\_\_\_\_ Wage: \_\_\_\_\_

Start date: \_\_\_\_\_

This form has been designed to strictly comply with state and federal fair employment practice laws prohibiting discrimination and to comply with the Americans with Disabilities Act. The Frances Atkinson Residence for the Retired is an equal opportunity employer.