

Southern Care, LLC dba
SUNSET MANOR
 APPLICATION FOR EMPLOYMENT

Facility Use Only		
<u>Background Checks to be performed</u>	<u>Results</u>	
License/Education Verification	[] Yes	[] No
CNA Abuse Registry	[] Clear	[] Present
Sex Offender Registry	[] Clear	[] Present
OIG Data Base	[] Clear	[] Present
Social Security Verification	[] Yes	[] No
Criminal Background	[] Clear	[] Present
AL Adult Protective Services	[] Clear	[] N/A

Reviewed/Revised March 2024

IT IS THE POLICY OF SUNSET MANOR TO PROVIDE EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER REASON PROHIBITED BY LAW.

POSITION APPLIED FOR: _____

NAME: _____ **SS#:** _____
LAST FIRST MID.

ADDRESS: _____

TELEPHONE #'S: _____ / _____ / _____

IF YOU HAVE LIVED AT THE ABOVE ADDRESS LESS THAN 12 MONTHS, LIST PREVIOUS ADDRESS:

FORMER ADDRESS: _____

ARE YOU AT LEAST 18 YEARS OLD? [] YES [] NO

ARE YOU EITHER A U.S. CITIZEN OR LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES?
 (PROOF OF CITIZENSHIP OR RIGHT TO WORK STATUS WILL BE REQUIRED AT TIME OF HIRE,) [] YES [] NO

DO YOU HAVE ADEQUATE MEANS OF TRANSPORTATION TO GET TO WORK ON TIME EACH DAY
 AND WHEN CALLED IN ON SHORT NOTICE? [] YES [] NO

REVIEW THE JOB DESCRIPTION FOR THE POSITION FOR WHICH YOU ARE APPLYING. DO YOU MEET
 THE QUALIFICATIONS AND HAVE THE ABILITY TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF
 THIS JOB? [] YES [] NO

IF NO, PLEASE EXPLAIN:

HAVE YOU COMMITTED ANY FELONY AND/OR MISDEMEANOR OFFENSE(S) IN THE LAST SEVEN YEARS [] YES [] NO

HAVE YOU BEEN CONVICTED OF OR PLED GUILTY TO ANY CRIMINAL FELONY OR MISDEMEANOR OFFENSE
 OTHER THAN TRAFFIC VIOLATIONS WITHIN THE PAST SEVEN YEARS? [] YES [] NO

HAVE YOU BEEN RELEASED FROM CONFINEMENT FOLLOWING A CONVICTION FOR ANY CRIMINAL
 FELONY OFFENSE WITHIN THE PAST SEVEN YEARS? [] YES [] NO

ARE YOU PRESENTLY CHARGED WITH OR HAVE ANY WARRANTS OUT FOR YOUR ARREST DUE TO ANY
 FELONY OR MISDEMEANOR VIOLATIONS OF LAW OTHER THAN TRAFFIC VIOLATIONS? [] YES [] NO

IF YOUR RESPONSE TO ANY OF THE PRECEDING THREE QUESTIONS WAS "YES", BE PREPARED TO PROVIDE DETAILS FOR EACH
 SUCH CONVICTION OF PENDING CHARGE. (THE EXISTENCE OF A CONVICTION OR PENDING CHARGE WILL NOT NECESSARILY
 PRECLUDE YOU FROM EMPLOYMENT. THE NATURE OF THE CRIME AND ITS RELATIONSHIP TO THE POSITION APPLIED FOR, THE
 DEGREE OF REHABILITATION OF THE APPLICANT AND THE TIME ELAPSED SINCE THE CRIME OR RELEASE FROM CONFINEMENT WILL
 ALL BE CONSIDERED.)

HAVE YOU EVER BEEN PROHIBITED FROM WORKING IN A LONG-TERM CARE FACILITY BECAUSE OF FAILURE TO REPORT SUSPICION
 OF A CRIME AGAINST A RESIDENT? [] YES [] NO

WHY DID YOU CONSIDER SUNSET MANOR AS A PLACE FOR EMPLOYMENT? _____

DATE YOU CAN BEGIN WORK: _____

SHIFTS YOU CAN WORK: 1ST (7AM - 3PM) _____

2ND (3PM-11PM) _____

3RD (11PM-7PM) _____

OTHER: _____

WILL YOU WORK OVERTIME WHENEVER SCHEDULED OR REQUESTED? YES NO

HAVE YOU BEEN EMPLOYED BY THIS NURSING HOME IN THE PAST? YES NO

IF YES, GIVE POSITION AND DATES EMPLOYED: _____

WOULD YOU ACCEPT PART-TIME WORK? YES NO

WOULD YOU ACCEPT TEMPORARY WORK? YES NO

HAVE YOU EVER HAD EXPERIENCE WITH DEATH OR CARE OF THE DYING? YES NO

HOW WOULD YOU RESPOND TO AN ABUSIVE SITUATION? _____

DESCRIBE HOW YOU HANDLE ANGER AND STRESS. _____

ARE YOU AWARE OF OUR EXTENSIVE DRUG/ALCOHOL TESTING POLICY? YES NO

SPECIAL SKILLS YOU POSSESS: _____

RECORD OF EDUCATION:

TYPE	GRADE COMPLETED	DATES OF ATTENDANCE	NAME OF SCHOOL AND LOCATION	MAJOR SUBJECT
HIGH SCHOOL				
COLLEGE				
NURSING				
OTHER				

AMOUNT OF EDUCATION CONSIDERED NECESSARY WILL VARY ACCORDING TO JOB APPLIED

PROFESSIONAL LICENSES AND CERTIFICATIONS:

TYPE STATE ISSUED DATE NUMBER

