

**Lesley Senior Communities
Application for Employment**

Lesley Gardens	701 Arnold Way, Half Moon Bay, CA 94019
Lesley Plaza	120 N. San Mateo Drive, San Mateo, CA 94401
Lesley Terrace	2400 Carlmont Drive, Belmont, CA 94002
Lesley Towers	700 Laurel Avenue, San Mateo, CA 94401
Ocean View Plaza	1001 Main Street, Half Moon Bay, CA 94019

Lesley Senior Communities (LSC) is an Equal Employment Opportunity Employer. It is the philosophy, intent, and commitment of LSC to adhere to a policy of equal employment opportunities for all applicants and employees without regard to race, color, religion, sex, gender identity or expression, age, national origin, veteran status, pregnancy, genetic characteristics, mental or physical disability or any other status protected by applicable local, state or federal law.

LSC provides reasonable accommodation to disabled individuals to assist in the hiring process and to qualified individuals with disabilities in the performance of essential job function. If you believe you require assistance to complete this or any forms, participate in an interview or otherwise participate in the hiring process, please inform Human Resources.

Personal Information

Date: _____

Name: (Last, First, Middle Initial) _____

Address/City/Zip: _____

Home Phone: _____ **Cell Phone:** _____

E-Mail Address: _____

Employment Desired

Position: _____ **Salary Desired:** _____

Date Available to Start: _____

Are You Currently Employed? Yes _____ No _____

Have You Applied with this Organization Before? Yes _____ No _____

If Yes, When and What Position? _____

How did you learn about this position? _____

Education

Have You Graduated From:

		Name & Location of School		Degree
Yes	No			
_____	_____	High School	_____	_____
_____	_____	College	_____	_____
_____	_____	Trade School	_____	_____

Former Employers (List last four employers, beginning with most recent)

Dates		Name of Employer	Position	Reason for Leaving
From	To			
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

References (Give the names of three persons not related to you who you have known at least one year; at least one must be a supervisor)

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

Driving for Company Business

_____ Yes, in the position for which I am applying, I will be driving a vehicle on company business. Any person employed by Lesley Senior Communities who needs to drive on company business must complete a DMV Authorization form which is available from the Lesley Senior Communities office.

_____ No, I do not and will not drive in the line of company business under any circumstances. I will notify the Lesley Senior Communities office in advance if any circumstances every change.

Identity and Eligibility to work in the U.S.

Are you legally eligible for employment in the United States? _____ Yes _____ No

Pursuant to the Immigration Reform and control Act of 1986, all applicants who are offered employment must produce documents establishing their identity and authorization for employment in the United States. These documents must be produced no later than three (3) business days after employment commences. In addition, all new hires will be required to verify their employment authorization under oath by signing INS Form 1-9 upon commencing employment.

Public Records Disclosure Statement

I acknowledge that in connection with my application for employment or subsequent employment, Lesley Senior Communities may collect, assemble, evaluate, compile, report, transmit, transfer or communicate information on my character, general reputation, personal characteristics or mode of living which are matters of public record without using a third-party investigative consumer reporting agency. Matters of public record are defined as records documenting an indictment, conviction, civil judicial action, tax lien, or outstanding judgment.

I understand that such public record information generally must be disclosed to me within seven days of the date the information is received by my prospective employer, regardless of whether it is received orally or in writing. I understand that I may waive my right to receive such information.

By checking this box , I hereby waive my right to any such disclosure.

I authorize investigation of all statements contained in the application and verification of all documentation that is presented as required for employment with Lesley Senior Communities. I understand that misrepresentation or omission of facts called for is cause for dismissal.

Date **Signature**

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW:

INITIALS _____ I understand that if I am offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the U. S.

INITIALS _____ I understand and agree that, if I am employed, any false statement, misrepresentation or omission of facts on this application, on any supporting documents, or provided orally, regardless of when discovered to be false, will result in my immediate dismissal.

INITIALS _____ I understand and agree that, if I am offered a position, it will be offered on condition that my employment shall be “at will” and for no definite period, and that my employment may be terminated, at any time, with or without cause and with or without prior notice. I understand that no supervisor or manager may alter or amend this condition except in writing, signed by a Company officer.

INITIALS _____ I understand that the Company strictly prohibits harassment and, during my employment, I will be expected to abide by the Company’s Employee Handbook, including its policy prohibiting discrimination and harassment.

INITIALS _____ I understand that LSC has a binding arbitration policy which means that any disputes between it and its employees will be submitted to an arbitrator. I understand I can review this policy, as well as the Employee Handbook, upon request.

INITIALS _____ I understand that as part of LSC’s procedure for processing my employment application, my personal and employment references may be checked.

INITIALS _____ I understand that in order to work at Lesley Terrace I will be required to submit to fingerprinting at a Livescan site.

DATE: _____

SIGNATURE: _____