

APPLICATION FOR EMPLOYMENT



1111 West Shore Drive, Richardson, TX 75080

Phone: 972-783-8000

www.gardensofrichardson.com

Dear Applicant:

Thank you for your interest in employment with The Gardens of Richardson. 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.

The Gardens of Richardson 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 The Gardens of Richardson. 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

PERSONAL				
Last Name		First	Middle	Date
Contact Address: State			City:	
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 The Gardens of Richardson? When? What position?			<input type="checkbox"/> Worked	<input type="checkbox"/> Applied
Has any member of your family worked for this company? <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 <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 The Gardens of Richardson ?				
EDUCATION				
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 The Gardens of Richardson 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 The Gardens of Richardson with any information they have about me, and I release and hold them and The Gardens of Richardson 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 The Gardens of Richardson to have access to this information.

If I am hired by The Gardens of Richardson, I agree to comply with all company policies, procedures, and management directives. I will be given and asked to read a copy of The Gardens of Richardson'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 The Gardens of Richardson 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 The Gardens of Richardson 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.

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.

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: _____

THE GARDENS OF RICHARDSON IS AN EQUAL OPPORTUNITY EMPLOYER.