



4100 Jackson Avenue
Austin, Texas 78731
(512) 454-4711

Application For Employment

If you need help to complete this application form or during any phase of the employment process, please notify Human Resources and every effort will be made to accommodate your needs in a reasonable amount of time. Please complete all pages of this application, front and back. If more space is needed to complete any question, please attach another piece of paper to the application. Print clearly; illegible applications will not be processed.

Westminster Manor is an Equal Opportunity Employer.
All qualified applicants will receive consideration without discrimination because of race, religion, sex, age, disability, veteran status, or national origin.

Westminster Manor

APPLICATION FOR EMPLOYMENT

If you need help filling out this application form or for any phase of the employment process, please notify the person who gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time. **Please complete both sides of this form.** If more space is needed to complete any question, use an extra sheet of paper. **Print clearly and complete all sections as noted; illegible or incomplete applications will not be processed.**

All qualified applicants will receive consideration without discrimination because of race, color, religion, sex, age, disability, national origin or veteran status.

Last Name	First Name	Middle Name	Are you 18 years or older?
Street Address		Are you legally eligible for employment in the U.S.?	Social Security Number
City	State	Zip	Telephone No.(s) () ()
Position you are applying for and desired shift if applicable.		Date Available	Minimum Salary Desired
Name(s) of relatives employed by us	Location/Department	Position	Relationship to you
Have you applied for a position with us before?	If yes, please give date(s) and position(s) applied for.		
Have you ever been employed by us?	Dates	Position(s)	
High School	Location	Did you graduate?	Major Subject
College	Location	Did you graduate?	Major Subject
Trade School	Location	Did you graduate?	Major Subject

List employment starting with your most recent job during the last 10 years. **Account for any time period that you were unemployed by stating the nature of your activities.** Use a separate sheet of paper, if necessary.

Employer No.	Telephone	From	To	Starting Salary	Ending Salary
Street Address		Position		Duties	
City	State	Zip Code	Supervisor's Name		Reason for leaving
Employer No.	Telephone	From	To	Starting Salary	Ending
Street Address		Position		Duties	
City	State	Zip Code	Supervisor's Name		Reason for leaving
Employer No.	Telephone	From	To	Starting Salary	Ending
Street Address		Position		Duties	
City	State	Zip Code	Supervisor's Name		Reason for leaving

May we contact your present employer?

List any professional groups, trade groups, or other organizations you belong to that you consider relevant to your ability to perform the job(s) for which you are applying:

List experience from your military service that would be relevant to the job(s) for which you are applying:

List two (2) professional references and one (1) personal reference that we may contact immediately.

Professional Reference	Relationship to you	How long have you known this person?	Current Contact Information
Professional Reference	Relationship to you	How long have you known this person?	Current Contact Information
Personal Reference	Relationship to you	How long have you known this person?	Current Contact Information

Have you ever been convicted of a felony? Yes No If Yes, please explain

Answer these questions **only** if you have received a copy of the job description or had the requirements of the job thoroughly explained to you:

Yes No Have you been given a job description or had the requirements of the job explained to you?

Yes No Do you understand the requirements?

Yes No Can you perform the requirements of this job with or without reasonable accommodations?

Yes No If the job requires, do you have the appropriate valid driver's license?

Driver's License Number _____ Type _____ State of Issue _____

Signature _____ Date _____

I UNDERSTAND:

- that completing this application does not constitute an offer of employment and that my application may be rejected for any reason.
- that giving false or misleading information on this form or in an interview is grounds for denial or immediate termination of employment.
- that I may be required to complete a medical history form and may be required to be examined by a medical professional designated by Westminster Manor.
- that if I sustain any injury or illness in the employment of Westminster Manor, I agree that Westminster Manor shall be entitled to receive full and complete reports and records covering any medical or related exams, and I authorize any and all such doctors, medical examiners, and hospitals to give to Westminster Manor full and complete reports and records covering such examinations, condition, care, and treatment related to or resulting from the alleged illness or injury.

AUTHORIZATION TO RELEASE INFORMATION

If I am given a conditional offer of employment, I authorize Westminster Manor to make a complete investigation of me, including but not limited to: my past employment history, scholastic records, criminal records, abuse records, motor vehicle driving records, workers' compensation history and to rely on such information sources. I authorize all persons and organizations to release any information concerning my background and hereby release all persons and organizations from liability for any damage whatsoever for issuing this information. I acknowledge that a telephone facsimile (FAX) or photographic copy shall be as valid as the original.

By signing below, I certify that I have not been convicted of an offense that would preclude working in a nursing facility. I also certify that I am not excluded from participation in federal health care programs. Furthermore, I understand that I will be subject to a search of the OIG List of Excluded Individuals.

I understand that the use of illegal drugs is prohibited during employment. If employment policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and/or during employment.

I understand that this employment application and any other employee-related documents are not contracts of employment; and that any individual who is hired may voluntarily leave employment upon proper notice, and may be terminated by the employer at any time for any reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

APPLICANT SIGNATURE _____

DATE _____

WESTMINTER MANOR IS AN EQUAL OPPORTUNITY EMPLOYER

BACKGROUND INVESTIGATION CONSENT FORM

I, _____, hereby authorize the Westminster Manor and/or its agents to make an investigation of my background, references, past employment, education, and criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment with Westminster Manor.

I release Westminster Manor and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

Full Name (Printed): _____

Maiden Name or Other Names Used: _____

Present Address: _____

City/State/Zip: _____

Length of Residency: _____

Former Address: _____

City/State/Zip: _____

Length of Residency: _____

Date of Birth*: _____

Social Security Number: _____

Driver's License Number: _____

State of License: _____

Have you ever been convicted of any criminal violation of the law, other than a minor traffic violation or are you now under pending investigation or charges? No Yes If yes,

please attach a separate explanation

Signature

Date

**NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. Westminster Manor is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, age, handicap or national origin.*

AWARENESS OF CRIMINAL CHECK
TEXAS HEALTH AND SAFETY CODE – TITLE 4, CHAPTER 250

State law and the Texas Department of Human Services require that Westminster Manor conduct a criminal background check on certain applicants and employees. State law allows Westminster Manor to conditionally employ persons pending receipt of the results of a criminal background check. However, persons conditionally employed are required to affirm that they have not been convicted of certain offenses under the Texas Penal Code which are a bar to employment. These include criminal offenses under:

- Chapter 19, Penal Code (criminal homicide)
- Chapter 20, Penal Code (kidnapping and unlawful restraint)
- Section 21.02, Penal Code (continuous sexual abuse of young child or children)
- Section 21.08, Penal Code (indecent exposure)
- Section 21.11, Penal Code (indecent with a child)
- Section 21.12, Penal Code (improper relationship between educator and student)
- Section 21.15, Penal Code (improper photography or visual recording)
- Section 22.011, Penal Code (sexual assault)
- Section 22.02, Penal Code (aggravated assault)
- Section 22.021, Penal Code (aggravated sexual assault)
- Section 22.04, Penal Code (injury to a child, elderly individual or disabled individual)
- Section 22.041, Penal Code (abandoning or endangering a child)
- Section 22.05, Penal Code (deadly conduct)
- Section 22.08, Penal Code (aiding suicide)
- Section 22.07, Penal Code (terroristic threat)
- Section 25.031, Penal Code (agreement to abduct from custody)
- Section 25.06, Penal Code (solicitation of a child)
- Section 25.08, Penal Code (sale or purchase of a child)
- Section 28.02, Penal Code (arson)
- Section 29.02, Penal Code (robbery)
- Section 29.03, Penal Code (aggravated robbery)
- Section 33.021, Penal Code (online solicitation of a minor)
- Section 34.02, Penal Code (money laundering)
- Section 35A.02, Penal Code (Medicaid fraud)
- Section 37.12, Penal Code (false identification of as a peace officer)
- Section 42.01(a)(7), (8), or (9), Penal Code (disorderly conduct)
- Section 42.09, Penal Code (cruelty to animals)

A conviction under the laws of another state, federal law, or the Uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense listed under Subdivisions (1)-(13).

I have read this document and have been given an opportunity to ask any questions about any part that I do not understand. I hereby affirm that I have no convictions of an offense listed above which would bar employment and acknowledge and agree to a criminal history check being submitted to the Texas Department of Human Services, as required by law. I further understand that other offenses are a potential bar to employment under State law and/or the employment policies of Westminster Manor and that my statement in this Affidavit in no way limits my disclosure of other criminal offenses as required by the employment application. I also understand that any incomplete information, or misrepresentation, including by omission, on this form or on the Manor's employment application may be considered grounds for immediate dismissal or disqualification for employment.

Applicant Signature

Date