



Willow Brook Christian Communities

Employment Application

Thank you for your interest in Willow Brook and for taking the time to complete this application.

Our Caring Staff Makes the Difference!

General Information:

Date Submitted _____

Name _____ Last _____ First _____ Middle _____

Address _____ No. _____ Street _____ City _____ State _____ Zip _____

Social Security No. _____ Telephone No. _____

Alternate Telephone Number (cell phone) _____

For what position are you applying? _____

Number of hours per week you'd like to work _____ What date could you start? _____

At which Willow Brook location would you be most interested in working? (Please check one)

- Delaware - Willow Brook Christian Village Delaware - Willow Brook at Delaware Run Columbus - Willow Brook Christian Home

When would you like to work? Daytime _____ Evenings _____ Nights _____

Are there specific times when you would be unable to work? Yes _____ No _____ If yes, please list _____

Are you legally eligible for employment in the U.S.A? Yes _____ No _____ If hired, you are required to submit proof of your eligibility to work in the U.S.A.

Are you over the age of 18? Yes _____ No _____ If no, hire is subject to verification that you are of minimum legal age.

Have you been known by another name? Yes _____ No _____

If yes, what _____

Have you applied at Willow Brook before? Yes _____ No _____ If yes, when _____

Do you know anyone who is or was employed by Willow Brook? Yes _____ No _____

If yes, who _____

Have you ever worked for Willow Brook before? Yes _____ No _____ If yes, when _____

If yes, why did you leave? _____

Can you perform the essential functions of the job for which you are applying with or without reasonable accomodations? Yes _____ No _____

Is there any work you will not perform? Yes _____ No _____ If yes, please explain _____

If hired at Willow Brook, are you prepared to provide your medical history and take a physical exam, including a drug screening? Yes _____ No _____

Have you ever been convicted of a crime? (Convictions will not necessarily disqualify an applicant for employment) Yes _____ No _____ If yes, please explain _____

How did you hear about Willow Brook's employment opportunities? _____

What qualifications, skills, experience or interests could you bring to Willow Brook?

Why would you like to work for Willow Brook?

Are you currently employed? Yes ___ No ___ May we contact your present employer? Yes ___ No ___

Have you ever been discharged by an employer? Yes _____ No _____ If yes, please explain all terminations: _____

List all periods during which you were unemployed: _____

How did you spend this time? _____

Employment History:

Please give an accurate, full-time and part-time employment record. Start with your present or most recent employer. If you need additional space, please continue on a separate sheet of paper.

Employer One (your most recent employer)

Employer _____ Telephone _____
Address _____
Position Title _____
Supervisor's Name and Title _____
Dates of Employment: Start date _____ Ending date _____
Hourly Rate/Salary: Starting \$ _____ Final \$ _____
Describe the work you did (*include skills that you could apply at Willow Brook*): _____

Explain your reason(s) for leaving: _____
May we contact this employer? Yes ___ No ___ If no, why not? _____

Employer Two

Employer _____ Telephone _____
Address _____
Position Title _____
Supervisor's Name and Title _____
Dates of Employment: Start date _____ Ending date _____
Hourly Rate/Salary: Starting \$ _____ Final \$ _____
Describe the work you did (*include skills that you could apply at Willow Brook*): _____

Explain your reason(s) for leaving: _____
May we contact this employer? Yes ___ No ___ If no, why not? _____

Employer Three

Employer _____ Telephone _____
 Address _____
 Position Title _____
 Supervisor's Name and Title _____
 Dates of Employment: Start date _____ Ending date _____
 Hourly Rate/Salary: Starting \$ _____ Final \$ _____
 Describe the work you did (*include skills that you could apply at Willow Brook*): _____

 Explain your reason(s) for leaving: _____
 May we contact this employer? Yes _____ No _____ If no, why not? _____

Employer Four

Employer _____ Telephone _____
 Address _____
 Position Title _____
 Supervisor's Name and Title _____
 Dates of Employment: Start date _____ Ending date _____
 Hourly Rate/Salary: Starting \$ _____ Final \$ _____
 Describe the work you did (*include skills that you could apply at Willow Brook*): _____

 Explain your reason(s) for leaving: _____
 May we contact this employer? Yes _____ No _____ If no, why not? _____

Education:	Name and Address of School	Course of Study	Years Completed	Did you graduate?	Diploma/Degree Earned
Elementary School					
High School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate/Professional			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Professional, Educational or Civic Organization Membership (You may exclude those which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status):

Additional Qualifications or Information (that you feel may be helpful in considering your application):

References: (Please list professional references. If not previously employed, list personal references):

1. Name/Title _____ Telephone _____
Organization _____ Address _____
Association with you _____

2. Name/Title _____ Telephone _____
Organization _____ Address _____
Association with you _____

3. Name/Title _____ Telephone _____
Organization _____ Address _____
Association with you _____

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation, and mode of living. This list, however, is not exhaustive of the grounds on which discrimination is prohibited.

By my signature below, I promise that the information provided in this employment application (and accompanying resume or documentation, if any) is true and complete, and I understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment, and may lead to my dismissal from employment, if discovered at a later date. I agree to notify Willow Brook if I should be convicted of a felony, or any crime involving dishonesty, theft, breach of trust, controlled substances, sexual misconduct, abuse, or violence, while my job is pending, or during my period of employment if hired.

I authorize any person, school, current employer, past employer(s), organizations named in this application (and accompanying resume, if any) and federal, state, county, and local agencies to provide Willow Brook with any information and opinion requested by Willow Brook in connection with any application, and I release such persons and organizations and Willow Brook from any legal liability in making such statements.

I understand that this application does not create a contract of employment. I understand that, if hired, I am obliged to comply with any and all current and subsequently adopted Willow Brook policies. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at any time for any reason, with or without notice.

As part of my application for employment, I may be asked to sign an additional release of information authorization. This is to allow Willow Brook to verify my references and, in Willow Brook's discretion, to perform other background investigations to determine my qualification for employment. Through a separate agency, Willow Brook may choose to investigate my academic credentials, prior employment, personal/professional references, credit record, motor vehicle record, and/or criminal record. I will be provided with a separate authorization and release form for this purpose.

Applicant's Signature _____ Date _____

The Willow Brook Christian Communities locations include:

Willow Brook Christian Village
100 Willow Brook Way South
Delaware, Ohio 43015

Willow Brook at Delaware Run
100 Delaware Crossing West
Delaware, Ohio 43015

Willow Brook Christian Home
55 Lazelle Road
Columbus, Ohio 43235

(Human Resources office location)

Willow Brook is an Equal Opportunity Employer

Willow Brook Use Only

Arrange Interview: Yes No To be interviewed by: _____

Remarks: _____

Employed: Yes No Date of Employment: _____ Job Title _____

Department _____ Hourly Rate/Salary _____ By: _____

Additional remarks are on separate sheet