



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