

# Pre-Employment Questionnaire (PRINT AND USE INK)

PERSONAL

LAST NAME	FIRST	MIDDLE	SOCIAL SECURITY NUMBER
ADDRESS	CITY	STATE	ZIP CODE
LIST POSITION(S) OF INTEREST			TELEPHONE NUMBER(S) ( ) ( ) SALARY DESIRED

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION(S) WITH OR WITHOUT A REASONABLE ACCOMMODATION?  
(If with accommodation, please explain)

HOW WERE YOU REFERRED TO MARY RYDER HOME?  
 FULL TIME     PART TIME  
 REGULAR     TEMPORARY

DO YOU HAVE RELATIVES OR FRIENDS EMPLOYED AT MARY RYDER HOME?  
 YES     NO    DEPARTMENT(S):

HAVE YOU EVER BEEN EMPLOYED BY MARY RYDER HOME? WHEN? IN WHAT POSITION?  
 YES     NO

LONG RANGE OCCUPATIONAL GOALS

IF HIRED, CAN YOU PROVIDE PROOF OF AUTHORIZATION TO WORK IN THE UNITED STATES?  
 YES     NO

HAVE YOU EVER BEEN CONVICTED OF OR PLEADED GUILTY TO A CRIME, OTHER THAN A MINOR TRAFFIC VIOLATION?  YES     NO

HAVE YOU EVER USED ANY NAMES OR SOCIAL SECURITY NUMBER OTHER THAN SHOWN ON THIS PAGE? IF SO, PLEASE LIST

**NOTE: A CRIMINAL BACKGROUND CHECK IS REQUIRED BY STATE LAW, WHICH SETS FORTH OFFENSES WHICH WILL DISQUALIFY YOU FROM EMPLOYMENT.**

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED				DID YOU GRADUATE?	LIST DIPLOMA DEGREE
HIGH SCHOOL			1	2	3	4	YES	
							NO	
COLLEGE			1	2	3	4	YES	
							NO	
GRADUATE SCHOOL			1	2	3	4	YES	
							NO	

OTHER: Business College, Other Special Courses (including Special Military Training, Post-Graduate and Nursing)

LIST BUSINESS, HOSPITAL, OR INDUSTRIAL EQUIPMENT YOU HAVE OPERATED

LIST ANY LICENSE, REGISTRATION OR CERTIFICATION:

IF LICENSED	TYPE	STATE ISSUED	DATE	NUMBER
REGISTRATION	TYPE	STATE ISSUED	DATE	NUMBER
OR CERTIFIED	TYPE	STATE ISSUED	DATE	NUMBER

WORK EXPERIENCE: List all employment for the last 5 years starting with your most recent position. A resume may be submitted, but will not be accepted in lieu of the application (use additional sheet if necessary)

JOB TITLE	FROM MONTH/YEAR	TO MONTH/YEAR
EMPLOYER NAME	IMMEDIATE SUPERVISOR	LAST SALARY (Hourly, Monthly or Yearly)
ADDRESS, CITY, STATE		PHONE ( )
DUTIES		
REASON FOR LEAVING (Please explain)		

JOB TITLE	FROM MONTH/YEAR	TO MONTH/YEAR
EMPLOYER NAME	IMMEDIATE SUPERVISOR	LAST SALARY (Hourly, Monthly or Yearly)
ADDRESS, CITY, STATE		PHONE ( )
DUTIES		
REASON FOR LEAVING (Please explain)		

JOB TITLE	FROM MONTH/YEAR	TO MONTH/YEAR
EMPLOYER NAME	IMMEDIATE SUPERVISOR	LAST SALARY (Hourly, Monthly or Yearly)
ADDRESS, CITY, STATE		PHONE ( )
DUTIES		
REASON FOR LEAVING (Please explain)		

Is there any additional information relative to a change of name or use of name necessary for us to check your work record?  
 Explain

Indicate which of the above employers you do not want us to contact \_\_\_\_\_

\*\*\*\*No phone calls please-we will call you if interested in an interview. Thank you.

# Employment Application

Comments you feel are pertinent to your application:

Why would you like a position with Mary Ryder Home?

Is there anything else you would like Mary Ryder Home to know about you?

I, the undersigned, hereby apply for employment with Mary Ryder Home. I understand that any employment given me will be on a trial basis and orientation status for a period of 60 days from my date of hire.

I understand that I will be required to offer proof that I am at least 18 years of age after I am employed.

I understand that Mary Ryder Home can make no guarantee as to the number of hours and/or days that I may be assigned from week to week.

I understand any offer of employment is contingent upon my successful completion of the total pre-employment process, including reference checks, criminal background check and medical evaluation. I agree to take such future medical evaluation as may be lawfully required by Mary Ryder Home. I further agree that I will comply with all required verification of professional license, educational certification, criminal background checks, and disciplinary actions.

The facts set forth in this application are true and complete. I understand that false statements and misrepresentations or omission of facts on the application, resume, any other materials, or during any interviews, will be sufficient cause for rejection of consideration for employment and dismissal from Mary Ryder Home's service if I have already commenced employment.

I authorize Mary Ryder Home and/or its agents to verify any of this information including, but not limited to, criminal history. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies, and law enforcement authorities from any liability for any damages whatsoever for issuing this information.

I agree that I have read and understand the above acknowledgments and agreements and recognize all the above as conditions of employment.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## NOTICE TO APPLICANTS

This application will not be considered unless completed in full. However, applicants are not required to submit information labeled "voluntary."

### PLEASE USE AN INK PEN IN THE COMPLETION PROCESS

This application is intended for use in evaluating your qualifications for employment. Please provide all information requested to assure that all your qualifications are fairly considered for current or future vacancies. Your application will remain in our active files for 3 months and the next 9 months in inactive status. After 1 year, re-application is necessary. The submission of this application is not an employment contract and does not automatically result in an employment interview or job offer.

**MARY RYDER HOME IS AN EQUAL OPPORTUNITY EMPLOYER  
M/F/H/V**

**\*\*\*\*\*Please note that filling out an application will not guarantee an interview.**

LAST NAME

FIRST NAME

MI

POSITION APPLIED FOR

DATE