



Who we are

Summerfield Retirement is an Assisted Living and Retirement Community. Our goal at Summerfield is to provide outstanding care in a home like environment for every resident that lives at Summerfield. We are loving in our care for each resident. As an employee you are an important part of our success in providing a home like experience for the residents.

What we expect from you

Attitude

Our facility prides ourselves on our outstanding attitude and the care we give each resident. You will show this attitude by arriving to work on time with a smile and performing your job to the best of your ability. We expect every employee to show up in uniform.

Our employees desire to excel and to create a home-like environment. We support employees when giving new suggestions to help our facility run more efficiently and effectively. Company policies must be followed by each employee. We value employees that are hard working, self disciplined, and wish to learn something new every day.

Physical Work Environment

As an employee you are responsible to assist residents with any need. You must be able to bend frequently, lift 50 lbs, and be on your feet for a 7 to 8 hour period while remaining positive and energetic.

Positive Environment for each resident

We value the optimistic environment we are able to create for each resident. It is vital for each of our staff members to contribute to this attitude as this is a home for each of our residents.

Work Environment

We desire to have employees that are outgoing, caring, and have a positive attitude. It is important for our staff to work as a team and expect each employee to contribute. We do encourage suggestions from the employees to make our team work more efficiently.

What we are looking for

We look for employees who are hardworking, reliable and outgoing. The positions available include kitchen assistance, activities, Certified Nursing Assistants, as well as volunteers. If you are interested in being part of the Summerfield Retirement team we encourage you to apply. We look forward to meeting with you and seeing the qualities you possess that will make you a strong link in our team. Please sign this paper acknowledging the expectations we hold for each of our employees. Also, fill out an application in order for us to be able to see the experience and strengths you hold. Not all applicants will receive an interview.

Thank you for applying to Summerfield Retirement. We look forward to meeting you.
I have read and understand the above

Applicant Signature _____ Date: _____

Application for Employment
Summerfield Manor

Please read entire application carefully, write clearly and answer all questions

Last Name: _____ First Name: _____ Middle Initial: _____

Social Security Number: _____ Telephone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Position Being Applied For: _____

How did you hear about Summerfield Manor? _____

Work availability (Check one) _____ Full Time _____ Part Time _____ Regular _____ Temporary

Date available to report for work: _____/_____/_____

Are you available for any shift? _____ YES _____ NO

Weekends and Holidays? _____ YES _____ NO

Rotating Shifts? _____ YES _____ NO

On Call? _____ YES _____ NO

Are you a US Citizen or an alien legally authorized to work in the U.S.? _____ YES _____ NO

Have you ever been convicted of a felony? _____ YES _____ NO

If "YES", please

explain: _____

Briefly explain any commitments or agreements with another employer that might affect your availability or your employment

here: _____

Education/Skills

Name & address of school Course of study Last year completed Graduate? Degree?

High School: _____

College: _____

List any office, medical, or industrial equipment you can operate: _____

Professional Licenses and/or Certification

Currently: _____ Registered _____ Licensed _____ Certified

Eligible for: _____ Registered _____ Licensed _____ Certified

Type State Issued Date Number

Military and Volunteer Activities

Have you ever been in the U.S. Armed Forces? _____ YES _____ NO What branch? _____

Have you ever volunteered your time and services? _____ YES _____ NO Where? _____

Briefly describe duties and skills acquired through volunteer or military service, including dates:

Previous Experience

Begin with most recent employer

Employer Name _____ From _____ To _____ Last Salary _____
Job Title _____ Duties _____
Reason for leaving _____

Employer Name _____ From _____ To _____ Last Salary _____
Job Title _____ Duties _____
Reason for leaving _____

Employer Name _____ From _____ To _____ Last Salary _____
Job Title _____ Duties _____
Reason for leaving _____

Employer Name _____ From _____ To _____ Last Salary _____
Job Title _____ Duties _____
Reason for leaving _____

Please state if you do not want us to contact any of the above listed former employers and the reasons you do not want them contacted: _____

References

| Name and Relationship | Title | Company Name & Address | Telephone |
|-----------------------|-------|------------------------|-----------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Employment Application Statement

Certification and Agreement – Read carefully and sign

I certify that all of the information given on this application and accompanying documents is true and correct.

I agree to the following:

1. Meeting employability requirements of the Federal Immigration and Naturalization Services and submitting appropriate documentation to satisfy the requirement for completing INS Form I-9.
2. Abide by all rules, regulations and performance standards.
3. A post-offer, pre-employment, health/medical evaluation, if required.
4. At the company's option, a drug screening analysis for substance abuse. The results of such analysis may be grounds for disqualifying me or terminating my employment.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create any employment contract.

Signature of Applicant

Date