



EMPLOYMENT APPLICATION

905 Aaron Drive
Lynden, WA 98264
(360) 354-5985

POSITION APPLIED FOR

Equal Opportunity Employer
Drug-Free Workplace

Please complete this application by typing or clearly printing. Fully and accurately complete all application questions, even if submitting your resume. Use additional sheets provided if more space is required.

Name (Last)	(First)	(M.I.)
Address (Street)	(City)	(State) (Zip)
Telephone	Cell / Message	E-mail

Do you have the legal right to work in the U.S.? Yes No
Note: All employment offers are contingent upon proof of eligibility to work in the U.S.

Have you been convicted of a felony or released from prison within the last ten (10) years? Yes No
Note: Please explain fully any convictions on a separate sheet of paper. Each case is considered individually. A conviction will not necessarily preclude you from employment; however, failure to disclose convictions can disqualify you from employment.

Are you related to any current employee? Yes No
 List employee name: _____ Relationship: _____

Are you 18 years or older or able to complete a Minor's Work Permit? Yes No

Have you ever worked at Lynden Manor? Yes No
 Position held: _____ Dates of Employment: _____

Education			
Type of School	School & Location	Circle Yrs Completed	Degree/Certificate
High School		9 th 10 th 11 th 12 th GED	
College or University Studies		1 2 3 4	
Graduate School		1 2 3 4	
Business or Tech. School		1 2 3 4	
Other Relevant Training or courses			

License/Registration/Certificate

Description	State	Number	Expiration

If you do not have required license, have you applied? Yes No Exam Date: _____

If not licensed in this state, have you applied for reciprocity/interstate endorsement? Yes No

Work History & Experience

Please list your work experience beginning with your most recent employer. List all jobs separately and identify gaps in employment. **A résumé will not substitute for the information required in this section.** Résumés may be attached, but do not write "See Résumé" in lieu of completing the application.

CURRENT OR MOST RECENT EMPLOYER:	TITLE:	ADDRESS:
	PRIMARY DUTIES:	
FROM: / /		
TO: / /		ENDING SALARY:
SUPERVISOR:		
PHONE:		REASON FOR LEAVING:
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		

CURRENT OR MOST RECENT EMPLOYER:	TITLE:	ADDRESS:
	PRIMARY DUTIES:	
FROM: / /		
TO: / /		ENDING SALARY:
SUPERVISOR:		
PHONE:		REASON FOR LEAVING:
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		

CURRENT OR MOST RECENT EMPLOYER:	TITLE:	ADDRESS:
	PRIMARY DUTIES:	
FROM: / /		
TO: / /		ENDING SALARY:
SUPERVISOR:		
PHONE:		REASON FOR LEAVING:
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		

CURRENT OR MOST RECENT EMPLOYER:	TITLE:	ADDRESS:
FROM: / /	PRIMARY DUTIES:	
TO: / /		REASON FOR LEAVING:
SUPERVISOR:		
PHONE:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		

ADDITIONAL EXPERIENCE (volunteer, internship, etc.):

Personal References		
NAME	HOW DO YOU KNOW THIS PERSON?	PHONE NUMBER

Recruitment Information
I found out about Lynden Manor by: <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Facebook <input type="checkbox"/> Employee – Name: _____ <input type="checkbox"/> Online Job Board <input type="checkbox"/> Work Source <input type="checkbox"/> School _____ <input type="checkbox"/> Phone Inquiry <input type="checkbox"/> Radio <input type="checkbox"/> Other: _____

Emergency Contact			
NAME	RELATIONSHIP	PHONE NUMBER	ALT PHONE NUMBER

Schedule & Availability

Date available for work: _____

I am available for:

- Reg. Full-time (37.5 or more) Reg. Part-time (30-37 hrs/wk) Casual Part-time (29-20 hrs/wk)
- Casual Part-time (Less than 20) Temporary: From _____ to _____

Please describe the hours of the day you are available for work on the days below (for example: anytime between 6:00 am to 12 midnight).

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					* Must be available minimum of every other weekend.	

Notice to Applicants

Drug and alcohol testing is a prerequisite for, and a condition of employment. Lynden Manor conducts pre-employment, post-accident, reasonable suspicion and random drug and alcohol testing.

I hereby certify that all statements made in this application and accompanying materials are true and I agree and understand that any misstatement or omission of material fact will cause forfeiture on my part of all rights of employment with LYNDEN MANOR. I hereby authorize LYNDEN MANOR to solicit and receive information from my past employers and other references. I authorize both my present and all former employers to release information contained in my personnel files and other related information regarding my employment. I willingly, knowingly, and voluntarily agree to hold harmless and agree to waive any and all legal claims against LYNDEN MANOR for such inquiries and individual who provides employment information to LYNDEN MANOR. Finally, I acknowledge that my employment is at-will, which means that either the employee or the company is free to terminate the employment relationship at any time, with or without reason, advance notice, or warning.

SIGNATURE: _____
(REQUIRED FOR APPLICATION TO BE COMPLETE)

DATE: _____