



Employment Application

We welcome your interest in joining the staff at Mercy Ridge. In order for you to be fully considered for a position with Mercy Ridge, it is necessary that you satisfactorily complete this application.

COMPLETE APPLICATION - Applications that have not been fully completed will not be accepted.

ACCURACY -If you wish to submit a resume, please attach it to the application. DO NOT REFER TO A RESUME IN RESPONSE TO ANY APPLICATION QUESTION. All questions must be answered on the application itself.

DRUG USE AND REQUIRED PRE-EMPLOYMENT DRUG TESTING - Mercy Ridge does not hire or knowingly employ persons who use illegal drugs. Persons employed by Mercy Ridge may be subject to periodic tests for illegal drugs. By completing this application, you are agreeing that upon request, you will provide a urine specimen at the collections site designated by Mercy Ridge and to have the specimens tested at a laboratory selected by Mercy Ridge.

Mercy Ridge is an Equal Opportunity Employer (EOE) and does not discriminate in hiring or employment on the basis of race, color, sex, religion, disability, national origin, or on the basis of age. No question on this application is intended to secure information to be used for such discrimination. Proof of identity and work authorization will be required upon employment in accordance with federal regulations. This Company intends to check and hold you responsible for the accuracy of the statements you make on this application. This application will receive consideration for six (6) months. A new application must be submitted after that time.

I was referred to Mercy Ridge by

Do you have any relatives working for Mercy Ridge? Yes No

Name:

Relationship:

Applicant Information

Full Name:
Last First M.I. Other last names worked under

Are you at least 18 years of age? Yes No

Address: Appt/Unit:

City: State: Zip Code:

Home Phone: Mobile Phone: Email:

Date Available: Social Security #: Desired Salary:

Position applied for: Full Time Part Time

Would you consider working any shift? Yes No Shift preference: 1st 2nd 3rd

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S.? Yes No

Have you ever worked for Mercy Ridge? Yes No If yes, when?

If the position you are applying for requires a valid driver's license, do you possess a valid driver's license? Yes No

References

Full Name: Relationship:

Company Phone

Address

Full Name: Relationship:

Company Phone

Address

Full Name: Relationship:

Company Phone

Address

Education

High School: Address:

From: To: Did you graduate? Yes No Degree:

College: Address:

From: To: Did you graduate? Yes No Degree:

Other: Address:

From: To: Did you graduate? Yes No Degree:

Professional Licenses/Certifications

Type: State Issued:

Date Issued: Expires: Number:

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Date Issued: Expires: Number:

Please list any job-related training courses (give title and year) and or job-related skills (other languages, computer software/hardware, tools, equipment, typing speed, etc.) and job-related certificates (current only) for the position applied for.

Military Service

Branch: From: To: Rank at discharge:

Type of discharge:

If other than honorable, explain:

Work History

Include all of your employment experience in the last 7 years, listing the most recent position first. Provide your complete employment history even if you attach a resume. If you had more than one position with the same employer, list each position separately. If more space is needed, use the same format on another piece of paper. Please explain gaps of more than six months in employment on a separate piece of paper.

Company: Immediate supervisor:

Address:

Phone: Dates: From: To: Type of business:

Your title: Starting Salary: Ending Salary:

Major responsibilities:

Reason for leaving: If this is your current employer, may we contact them? Yes No

Company: Immediate supervisor:

Address:

Phone: Dates: From: To: Type of business:

Your title: Starting Salary: Ending Salary:

Major responsibilities:

Reason for leaving:

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Phone: Dates: From: To: Type of business:

Your title: Starting Salary: Ending Salary:

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Reason for leaving:

Company: Immediate supervisor:

Address:

Phone: Dates: From: To: Type of business:

Your title: Starting Salary: Ending Salary:

Major responsibilities:

Reason for leaving:

Affidavit and Pre-employment Inquiry Release

By submitting I certify that all information given on this application and any accompanying documents is true, complete and correct to the best of my knowledge and belief and is made in good faith.

In connection with my employment with Mercy Ridge, I understand that investigative background inquiries will be conducted, including Criminal, Driving, Schools and other reports. These reports will include information regarding my character, work habits, performance and experience along with reasons for termination from previous employers. Further, I understand that information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my Driving, Criminal, Civil and other experiences, as well as claims involving me in the files of insurance companies will be requested.

I authorize all schools which I attended and all previous employers to furnish to Mercy Ridge or their agent, my record, reason for leaving and all information they may have concerning me, and hereby release them and Mercy Ridge from all liability for any damage.

By submitting this application I authorize Mercy Ridge to make investigations and indicate my awareness that false statements or failures to disclose certain information may be sufficient to disqualify me for employment, or if employed may result in my dismissal.

I understand that proof of identity and authorization will be required upon employment in accordance with federal regulations. In the event of my employment by Mercy Ridge, I agree to abide by all present and subsequently issued rules of Mercy Ridge.

I understand that my employment is at will and that either party is free to terminate the employment relationship at any time without cause. Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Mercy Ridge, or otherwise change in any respect the employment-at-will relationship between it and the undersigned. and that relationship cannot be altered except by a written instrument signed by the Executive Director of Mercy Ridge.

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTRACTED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIEDETECTOR OR SIMILAR TEST. ANY EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND IS SUBJECT TO A FINE NOT EXCEEDING \$100.

Signature _____ Date _____

Please e-mail your resume to hr@mercyridge.com

Mercy Ridge Retirement Community • 2525 Pot Spring Road • Timonium, Maryland 21093