



**ANNE GRADY SERVICES**  
1525 Eber Road, Holland, OH 43528  
(419) 866-6500

### APPLICATION FOR EMPLOYMENT

Anne Grady Services is an Equal Opportunity Employer dedicated to non-discrimination in employment.

#### Personal Information

|  |               |  |               |
|--|---------------|--|---------------|
| Last Name  | First         | Middle   | Date          |
| Street Address   |               | Home Phone   |               |
| City, State, Zip   |               | Cell Phone   |               |
| Have you ever worked under another name? If yes, give name _____   | <b>Yes No</b> | Are you at least 18 years of age? (If not, a work permit is required.)   | <b>Yes No</b> |
| Have you ever applied to or worked at Anne Grady Services before? If so, when? _____   |               | If a requirement of the position for which you are applying, are you a licensed driver with a car available?   |               |
| Have you resided in Ohio for the last five (5) years? If not, in what county/state have you resided? _____                                   |               | If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?   |               |
| Have you ever been convicted or plead guilty of a crime (including misdemeanors)?* If so, when and for what offense? _____<br>_____<br>_____ |               | You have reviewed the job description that includes the essential functions of the position for which you are applying. Are you able to perform each of the essential functions listed for this position with or without accommodation? What accommodations might be needed? _____ |               |
| If a requirement of the position for which you are applying, can you lift 50 pounds without restrictions?                                    |               | <b>* We check criminal records upon employment. A record of felony convictions and/or charges of violent crimes may result in rejection of your application.</b>   |               |

#### Employment Desired

|  |                         |                                  |             |              |               |
|--|-------------------------|----------------------------------|-------------|--------------|---------------|
| Position desired   | Date available to start | Best time to reach you           |             |              |               |
| Type of employment/shift applying for:   |                         |                                  |             |              |               |
| Full Time  | Part Time               | Substitute – Irregular Part Time | First shift | Second shift | Third Shift   |
| How did you hear about the position? If referred by a current employee, please provide name.                       |                         |                                  |             |              |               |
| Most positions at Anne Grady Services require working weekends and holidays. Are you available during these times? |                         |                                  |             |              | <b>Yes No</b> |
| Why do you feel qualified for this position? _____<br>_____<br>_____   |                         |                                  |             |              |               |

**Employment History**

List all present and past employment, starting with your most recent or current employer. Include military service. You must complete this section even if attaching a resume. Any incomplete information may prevent us from processing your application. Thorough reference checks are conducted. Do you want us to notify you before contacting your **current** employer?    Yes    No

|                              |   |
|------------------------------|---|
| Position _____               | Current or Ending Salary _____          |
| Company _____                | Telephone # _____                       |
| Address _____                | Employment Dates<br>From _____ To _____ |
| Supervisor's Full Name _____ | Hours Worked Per Week _____             |
| Duties _____                 |   |
| Reason for Leaving _____     |   |

|                              |   |
|------------------------------|---|
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| Duties _____                 |   |
| Reason for Leaving _____     |   |

**Education and Training**

| School Name         | City and State | Years Completed | Graduate? | Degree/Certification |
|---------------------|----------------|-----------------|-----------|----------------------|
| High School         | _____          | _____           | _____     | _____                |
| College/University  | _____          | _____           | _____     | _____                |
| Vocational/Business | _____          | _____           | _____     | _____                |

List course of study and/or any other training that makes you especially suited for work at Anne Grady Services: \_\_\_\_\_

**References**

Please list three people **who are not related to you** whom we may contact as references.

- 1. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Known How Long? \_\_\_\_\_
  
- 2. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Known How Long? \_\_\_\_\_
  
- 3. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Known How Long? \_\_\_\_\_

**Please Read The Following Carefully and Sign Below**

I certify that all answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that a criminal background investigation will be conducted. I understand that any offer of employment is contingent upon successful completion of a physical examination, including a drug test, as well as a documented two-step mantoux test.

I authorize Anne Grady Services to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Anne Grady Services any and all information related to my work records, without giving me prior notice of such disclosure. In addition, I release Anne Grady, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that nothing contained in the application or conveyed during any interview that may be granted or during my employment, if hired, is intended to create an employment contract between Anne Grady Services and me. In addition, I understand and agree that if I am employed, my employment is “at will” and may be terminated at any time, with or without prior notice, at the option of either myself or Anne Grady Services, and that no promises or representations contrary to the foregoing are binding on Anne Grady Services unless made in writing and signed by me and Anne Grady’s Executive Director.

I have read, understand and agree to the above terms.

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_