



# South Cove Manor

120 Shawmut Avenue

Boston, MA 02118

Tel: (617) 423-0590

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www.southcovemanor.com

We are an equal opportunity employer. No question on this application is asked for the purpose of limiting or excluding any applicant's consideration for employment because of his or her race, color, religion, sex, age, handicap, disability, or nation origin.

## Employment Application

Applicant Information					
Full Name:					
<i>Last</i>		<i>First</i>		<i>M.I.</i>	
Address:					
<i>Street Address</i>				<i>Apartment/Unit #</i>	
<i>City</i>		<i>State</i>		<i>ZIP Code</i>	
Home Phone: ( )		Mobile: ( )		Social Security No.:	
If your records may be under a name other than indicated above, please specify:					
Position Desired:		Hours Desired:		Salary Expected:	
Do you authorize your doctor to release results of your pre-employment and subsequent medical examinations and to discuss those results with us?		YES <input type="checkbox"/> NO <input type="checkbox"/>		Date of last Physical Exam:	
Are you between the ages of 18 and 70?		YES <input type="checkbox"/> NO <input type="checkbox"/>		Family Doctor:	
Are you a citizen of the United States?		YES <input type="checkbox"/> NO <input type="checkbox"/>		If not, do you have the legal right to remain permanently in the United States?	
Have you ever pleaded guilty or been convicted of a felony?		YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, please explain:	
Or a misdemeanor other than a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace within the past 5 years?		YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, please explain:	
Employment History					
Current Employer:			Phone: ( )		
Address:			Supervisor:		
Job Title:		Starting Salary: \$		Ending Salary: \$	
Responsibilities:				Start Date:	
May we contact your current or previous supervisor(s) for a reference?		YES <input type="checkbox"/> NO <input type="checkbox"/>		Reason for desiring change?	
Former Employer:			Phone: ( )		
Address:			Supervisor:		
Job Title:		Starting Salary: \$		Ending Salary: \$	
Responsibilities:					
From:		To:		Reason for Leaving:	

### Education

Name and Location of Schools or Colleges	Major Subject	Did you Graduate?		Type of Degree	Period of Attendance	
		YES	NO		From	To
		YES <input type="checkbox"/>	NO <input type="checkbox"/>			
		YES <input type="checkbox"/>	NO <input type="checkbox"/>			
		YES <input type="checkbox"/>	NO <input type="checkbox"/>			

Please specify if you have received any specialized training or experience not shown above?:	<b>Licensed Nurses Only</b>
	Mass. Reg. No.: _____ Date Granted: _____
If you applying for a CNA position, are you currently certified?    YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, where was the certification completed?    _____ Last Renewal: _____    Expiration Date: _____

### Personal References (Not Relatives)

Name	Address	Phone	Business

### Emergency Contact

Full Name:	Relationship:
	Home Phone: (    )
Address:	Mobile Phone: (    )

### Disclaimer and Signature

*I certify that the statements I have made in this application are true and hereby grant the employer permission to verify the accuracy and completeness of this information and to investigate all references and educational records. I understand that any false or misleading statements made by me on this application in conjunction with my physical examination will be sufficient cause for the rejection of this application or for immediate dismissal if such false or misleading information is discovered after my employment. By signing this application, I am authorizing the release of any information regarding my previous employment, character or general reputation. If I am accepted for employment. I agree to abide by the rules and regulations of the employer.*

Signature: _____	Date: _____
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### (APPLICANT, PLEASE DO NOT WRITE IN THE SPACE BELOW)

Interviewed By:	Date:	REFERENCE CHECK
Date to Begin Work:	Dept.:	EMPLOYER:
Position:	Temp <input type="checkbox"/> Permanent <input type="checkbox"/>	PERSONAL:
Starting Salary/Wage:		Completed By:
Remarks:		

### Exit Interview

REASON FOR LEAVING: (CIRCLE ONE)	RESIGNED	RELEASED	ON LEAVE
<b>Rate the following subject matters as: Excellent, Good, Average, Fair or Poor</b>			
Ability As:	Personality:		
Ability to work in a group:	Initiative, Leadership:		
Cooperation with others:	Stability, Dependability, Punctuality:		
Intelligence, ability to grasp ideas:	Character, Integrity, Honesty:		
Personal Appearance:	Additional Comments:		
Interviewed By:	Date:		