

# Woodhaven

1405 Hathman Place ~ Columbia, MO 65201

P: 573.876.7344 F: 573.876.7346

## Application for employment

Date of Application:     /     /

Last	First	M.I.	Social Security Number
Address		City, State	Zip Code
(     )	(     )		
Home Phone	Cell Phone	Email Address	

Position(s) Applied For: 1: \_\_\_\_\_ 2: \_\_\_\_\_  
(list by priority)

3: \_\_\_\_\_ 4: \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ Date Available for Work: \_\_\_\_\_ Minimum Pay Expected: \$ \_\_\_\_\_

Availability – Please circle all that apply

Full-Time	1 <sup>st</sup> shift	Weekends	S	M	T	W	T	F	S
Part-Time	2 <sup>nd</sup> shift	12hr	General Hours Available: _____						
Seasonal	3 <sup>rd</sup> shift	On-Call	_____						

Source

Newspaper     Radio     Internet     College Posting     Job Service     Word of Mouth     Other \_\_\_\_\_

Woodhaven Employee: \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here?     Yes / No

If Yes, state name and relationship: \_\_\_\_\_

Please circle Yes or No

- Do you have a HS Diploma or GED?     Yes / No
- Are you at least 18 years of age?     Yes / No
- Are you legally authorized to work in the United States?     Yes / No
- Are you a Vietnam Veteran?     Yes / No
- Are you eligible to obtain a Chauffer's License?     Yes / No
- Have you ever applied with Woodhaven? If yes, please list the date(s).     Yes / No \_\_\_\_\_
- Have you ever been employed by Woodhaven? If yes, please list the date(s).     Yes / No \_\_\_\_\_
- Have you ever been convicted of a crime, including misdemeanors, in the past seven years other than minor traffic offenses?  
If Yes, please describe in full:     Yes / No

Please list any other name(s) you have been employed under:

**Work Experience**

Please list below current and past employment, beginning with your most recent employer

<b>Employer</b>	<b>Dates Employed</b>		<b>Work Performed</b>
<b>Address</b>	<b>From</b>	<b>To</b>	
<b>Telephone #:</b>			
<b>Job Title:</b>	<b>Hourly Salary</b>		
<b>Supervisor Name:</b>	<b>Starting</b>	<b>Final</b>	<b>May We Contact?</b>
<b>Reason For Leaving</b>			Yes                      No

<b>Employer</b>	<b>Dates Employed</b>		<b>Work Performed</b>
<b>Address</b>	<b>From</b>	<b>To</b>	
<b>Telephone #:</b>			
<b>Job Title:</b>	<b>Hourly Salary</b>		
<b>Supervisor Name:</b>	<b>Starting</b>	<b>Final</b>	<b>May We Contact?</b>
<b>Reason For Leaving</b>			Yes                      No

<b>Employer</b>	<b>Dates Employed</b>		<b>Work Performed</b>
<b>Address</b>	<b>From</b>	<b>To</b>	
<b>Telephone #:</b>			
<b>Job Title:</b>	<b>Hourly Salary</b>		
<b>Supervisor Name:</b>	<b>Starting</b>	<b>Final</b>	<b>May We Contact?</b>
<b>Reason For Leaving</b>			Yes                      No

Comments: Please include explanation of gaps in employment.

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Please list below additional employment history if those previously listed do not account for 10 years of employment.

Dates Employed	Company Name / Address	Job Title

**Education**

School	Name & Address of School	Course of Study	Years Complete d	Diploma/ Degree
High School				
College				
Graduate				
Technical				

Are there any other experiences, skills, qualifications or certifications which will be of special benefit in the job for which you are applying? (Applicant should not list any information that Federal and/or State law precludes obtaining in the pre-employment process.)

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**Personal References (Do not include family members or past supervisors)**

Name	Phone Number	Occupation	Relationship

Please state in your handwriting, your reasons for desiring employment at Woodhaven.

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What appeals to you about assisting individuals in their home and within the community?

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What do you find to be the most challenging part of working with individuals with disabilities?

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You have been given a written job description listing the essential job functions of the position(s) for which you have applied. Please review the job description and answer the following question.

Are you able to perform each of the essential job functions listed for each position for which you have applied? Yes / No

If No, list the function(s) you are unable to perform and explain why you are unable to perform them.

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**To Applicant:**

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to credit data. The requested information is needed for legally permissible reason, including, without limitation, national security requirements affirmative action, a bona fide occupational qualification or business necessity.

**PLEASE READ AND SIGN BELOW**

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is "at will" and can be terminated by either party with or without notice at any time, for any reason or no reason. No one other than the Executive Director of the organization has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by the Chief Executive Director.

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Signature of Applicant

**EMPLOYMENT "AT WILL "**

The most widely used term on applications is the "employment at will" statement such as is found in the paragraph above. Missouri is described as an employment "at will" State. In order to be considered in any status other than employee "at will", an employee must allege a contract specifying a definite term. What this generally means is that a non-government employee may quit or be dismissed without cause at any time; in other words, there is an employment of indefinite duration, terminable at the will of either party.

**WOODHAVEN**

Woodhaven  
1405 Hatham Place – Columbia, MO 65201 573.876.7344

Date: \_\_\_\_\_

**Reference Check**

\_\_\_\_\_ has applied for the position of \_\_\_\_\_  
With us and has listed you as a former employer. As a part of our employment procedure, your answers to the following questions would be appreciated and will be kept strictly confidential.

\_\_\_\_\_  
Woodhaven Staff Signature

I give permission for you to complete this reference form for Woodhaven.

Signature of Applicant: \_\_\_\_\_

**APPLICANT – PLEASE DO NOT WRITE BELOW THIS LINE**

Employment Date: From: \_\_\_\_\_ To: \_\_\_\_\_ Position \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_  
\_\_\_\_\_

Please give an evaluation of the following as they apply to the applicant's former job responsibilities.

	Unsatisfactory	Marginal	Satisfactory	Above Standard
Attendance				
Attitude				
Character				
Work Performance				

Eligible for rehire? Yes / No (if No, please explain) \_\_\_\_\_

Do you recommend employment with us? Yes / No

Comments with regard to any of the above questions: \_\_\_\_\_

\_\_\_\_\_  
Company

\_\_\_\_\_  
Representative Name & Title

\_\_\_\_\_  
Date

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I give permission for you to complete this reference form for Woodhaven.

Signature of Applicant: \_\_\_\_\_

## **APPLICANT – PLEASE DO NOT WRITE BELOW THIS LINE**

Employment Date: From: \_\_\_\_\_ To: \_\_\_\_\_ Position: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_  
\_\_\_\_\_

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Do you recommend employment with us? Yes / No

Comments with regard to any of the above questions: \_\_\_\_\_

\_\_\_\_\_  
Company

\_\_\_\_\_  
Representative Name & Title

\_\_\_\_\_  
Date

# PLEASE READ BEFORE COMPLETING YOUR APPLICATION

## APPLICATION INSTRUCTIONS

You may apply in person or submit your application to the Receptionist Monday through Friday from 8:00am to 4:30pm. You may reach the Office of Human Resources between the hours of 7:30am to 3:30pm Monday through Friday at 573.876.7344. A job description and benefit newsletter is attached to each application. Feel free to take a copy of our current vacancy list, located in the top tray of the applicant table, to review available positions we are currently hiring for. Should you need additional information, feel free to visit our website at: [www.woodhaventeam.org](http://www.woodhaventeam.org).

## IMPORTANT INFORMATION

- ✓ It is required that all applicants being considered for employment have a High School Diploma or Equivalent. A copy will be requested if you are hired as an employee.
- ✓ If you are applying for a position that requires a College Degree, a copy of your Degree or college transcripts will be requested if you are hired as an employee.
- ✓ You **MUST** be eligible to obtain a Class E Chauffer's License within your first two weeks of employment. Reimbursement will be received once obtained.
- ✓ You cannot have more than three (3) moving violations or DWI on your driving record within the last three (3) years.

## TO EXPEDITE THE HIRING PROCESS

If you have employment Reference Letters available, please submit them with your application.