



VibrantLiving Communities & Services

210 Village Drive Downers Grove, IL 60516-3036 Phone: 630.769.6000 Fax: 630.769.6020
Website: www.VibrantLivingCommunities.com Job Hotline: 630.585.3721

EMPLOYMENT APPLICATION

Thank you for your interest in VibrantLiving ...

Welcome to VibrantLiving. We appreciate your interest in career opportunities with us. We are an Equal Opportunity Employer. We comply with all applicable Federal, State, and Local laws concerning discrimination in employment. No questions in this application are intended to elicit information in violation of any such law nor will information obtained in response to any question be used in violation of any such law. Make sure you complete this application with a blue or black pen. **Please return this application to: VibrantLiving, Attention: People Services, 210 Village Drive, Downers Grove, Illinois 60516.**

Candidate Information

Last Name: _____ First Name: _____

Please list any other name under which you have been employed: _____

Social Security Number: _____

Driver's License Number*: _____

Phone Number: () _____ Cell Phone: () _____

Fax: () _____ Other Phone: () _____

Address: _____

City/State/Zip: _____

E-mail Address: _____

Were you previously employed by this organization (Please circle)? Yes No

If yes, please give date(s) and department/position: _____

*Applicable only if the position you are applying for may require driving a motor vehicle.

Career Preferences

Position(s) Applied For: _____ Application Date: _____

For RNs and LPNs, please list your License Number: _____

For CNAs, have you ever or are you currently working under a waiver (Please circle)? Yes No

What are your preferred hours/shift? _____

Willing to work other shifts (Please circle)? Yes No

Work Preference (Please circle) Full-Time Part-Time Temporary Seasonal

Are you available to work overtime (Please circle)? Yes No

Are you available to work weekends (Please circle)? Yes No

Are you available to work holidays (Please circle)? Yes No

Other Preferences: _____

Emergency Information

#1 Choice

Name of person to contact in case of emergency: _____

Relationship: _____ Phone Number: () _____

#2 Choice

Name of person to contact in case of emergency: _____

Relationship: _____ Phone Number: () _____

How Did You Hear Of Us?

How did you hear of the job opening (Please circle one and list specifics)?

Current VibrantLiving Employee: _____

Newspaper Ad: _____

Internet Ad: _____

Friend, Relative, etc. Not Employed by Fairview: _____

Just Dropped In: _____

Other: _____

Education

Education/Type	Name and City	Coursework Taken	Degree Received
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High School: _____

College: _____

Graduate School: _____

Other: _____

Skills/Qualifications

List any special achievements, skills, or qualifications that are relevant to the position you applied for:

Miscellaneous

1. Have you been convicted of a crime other than minor traffic offenses? Please do not disclose any convictions which have been sealed or expunged by a Court (a conviction record will not necessarily be a bar to employment). (Please circle Yes No If "Yes", please describe in detail the nature and date of the conviction, and any rehabilitation that has since occurred: _____

2. Are you either a U.S. citizen or an alien who has the legal right to remain and work in the United States? You will be required to furnish proof of legal work status if you are extended a job offer (Please circle). Yes No

3. If you are under 18, are you able to furnish a work permit (Please circle)? Yes No

Work History/References

Please list present and former employers for the past 10 years, beginning with the most recent. All information must be completed. If your resume is provided, list the most recent position only. Note any gaps in employment. By listing any of the below, you are authorizing that we may contact all of the below references. We need to have at least 2 professional references (must be DIRECT SUPERVISORS) for each of your previous positions that you have held. Feel free to attach any additional references.

#1 - Company Name: _____ Phone Number: () _____

Address: _____ City/State/Zip: _____

Position(s) Held: _____ Describe: _____

Dates of Employment: From: _____ To: _____

Beginning Salary: _____ Ending Salary: _____

Reason for Separation: _____

Supervisor and Title: _____

Phone Number: () _____ Cell Phone: () _____

Fax: () _____ Other Phone: () _____

E-mail Address: _____

CONTACT INFORMATION FOR REFERENCE VERIFICATION - May we contact current employer (Please circle)?

Yes No

#2 - Company Name: _____ Phone Number: () _____

Address: _____ City/State/Zip: _____

Position(s) Held: _____ Describe: _____

Dates of Employment: From: _____ To: _____

Beginning Salary: _____ Ending Salary: _____

Reason for Separation: _____

Supervisor and Title: _____

Phone Number: () _____ Cell Phone: () _____

Fax: () _____ Other Phone: () _____

E-mail Address: _____

#3 - Company Name: _____ Phone Number: () _____

Address: _____ City/State/Zip: _____

Position(s) Held: _____ Describe: _____

Dates of Employment: From: _____ To: _____

Beginning Salary: _____ Ending Salary: _____

Reason for Separation: _____

Supervisor and Title: _____

Phone Number: () _____ Cell Phone: () _____

Fax: () _____ Other Phone: () _____

E-mail Address: _____

Application Verification/Acknowledgement

In completing this application I verify that everything is complete, true, and accurate. Should I be granted a personal interview, I agree that that information will be true, as well. I understand that any false statements or material omissions could lead to immediate termination. I understand that this application will only be considered for 60 days from the date I signed the document. Should I want to be considered after this time, I will need to re-apply. I also agree that by signing this form, I authorize VibrantLiving to conduct an in-depth background reference verification on all references listed on the reference section of this document and throughout this application. I further acknowledge and agree that no manager or representative of VibrantLiving has any authority to enter into any employment agreement. In addition, I understand that VibrantLiving is a non-smoking office. Should I be offered a job, I agree to comply with all policies, including drug testing, of VibrantLiving. I understand only management has the authority to make or change policies. I understand that VibrantLiving is not obligated to provide employment and that I am not required to accept employment. Nothing in this application or in any prior or subsequent oral or written communication is intended to create any contract or employment. VibrantLiving is an at-will employer and as such has the right to terminate employment at any time. Should I become employed, I have the same right to terminate my employment at any time.

Applicant's Full Name (Printed): _____

Address: _____ City/State/Zip: _____

Social Security Number: _____ Phone Number: () _____

Applicant's Signature

Date

DO NOT WRITE BELOW - FOR VIBRANTLIVING USE ONLY