

Bellingrath

Gardens and Home

12401 Bellingrath Gardens Road • Theodore, Alabama 36582
251.973.2217 • Fax 251.973.0540 • bellingrath.org • bellingrath@bellingrath.org

A PRE EMPLOYMENT DRUG SCREEN IS REQUIRED FOR EMPLOYMENT

NOTICE TO APPLICANT

We are an equal opportunity employer and do not discriminate on the basis of an applicant's or employee's race, color, religion, sex, national origin, citizenship, age, disability, veteran or military status, genetic information, or any other legally protected basis under applicable federal, state, or local law.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on the employer. Please inform the company's personnel representative if you need assistance completing this application or to otherwise participate in the application process.

Personal Information (please print)

Name: _____	Social Security: _____ - _____ - _____
(Last) (First) (MI)	
Address: _____	
City: _____	State: _____ Zip: _____
Home Phone: (____) _____	Mobile Phone: (____) _____
Email Address: _____	

Position Information (please print)

Position Applied For: _____
Department/Group: _____
Have you ever worked for Bellingrath Gardens and Home? <input type="checkbox"/> Yes <input type="checkbox"/> No
If so, date(s): _____ Prior Position(s): _____
Reason(s) for Leaving: _____

Type of School	School Name and Location	Number of Years Completed	Diploma, Degree, or Certificate Received	Course of Study or Major
High School (or G.E.D. equivalent)				
College or University				
Graduate School				
Vocational or Trade School				
Other				

Please answer each of the following questions.

1. Are you legally authorized to work in the United States? Yes No
Proof of identity and eligibility will be required upon employment.

2. Do you have any special skills or training that would enhance your ability to perform the job for which you are applying? Yes No

If yes, please explain: _____

3. Have you ever been convicted of or pled guilty to a crime that has not been expunged, sealed, pardoned, annulled, statutorily eradicated, or dismissed upon condition of probation? You are not required to disclose sealed or expunged records of conviction or arrest, or expunged juvenile records of conviction or arrest. Yes No

If yes, please explain: _____

4. During the past 24 months, have you ever been terminated, suspended, or asked to resign from an employment? Yes No

If yes, please explain: _____

5. Why do you want to work at Bellingrath Gardens and Home? _____

6. Are you at least 18 years old? Yes No

Employment History (please print) Please list current or most recent first

Current or Most recent: _____ Telephone: (_____) _____
Address: _____ From: _____
Position: _____ To: _____
Primary Responsibilities: _____
Reason for leaving: _____

Previous: _____ Telephone: (_____) _____
Address: _____ From: _____
Position: _____ To: _____
Primary Responsibilities: _____
Reason for leaving: _____

Previous: _____ Telephone: (_____) _____
Address: _____ From: _____
Position: _____ To: _____
Primary Responsibilities: _____
Reason for leaving: _____

Employment History (please print)

Please list current or most recent first

Previous: _____ Telephone: (_____) _____
Address: _____ From: _____
Position: _____ To: _____
Primary Responsibilities: _____
Reason for leaving: _____

References (please print)

Name: _____ Telephone: (_____) _____
Email Address: _____
Type of Acquaintance: _____ Years Known: _____

Name: _____ Telephone: (_____) _____
Email Address: _____
Type of Acquaintance: _____ Years Known: _____

Name: _____ Telephone: (_____) _____
Email Address: _____
Type of Acquaintance: _____ Years Known: _____

Other Information (please print)

Name of friends and/or relatives employed by Bellingrath Gardens and Home: _____

Position held: _____

Emergency Contact(s) (please print)

Name: _____ Telephone: (_____) _____
(Last) (First)
Relationship to Applicant: _____

Name: _____ Telephone: (_____) _____
(Last) (First)
Relationship to Applicant: _____

Acknowledgement (please read carefully)

I hereby certify that the information contained in this application form and in any attachments listed below (hereafter made a part of this application) is true and correct to the best of my knowledge and agree to have any of the statements checked by Bellingrath Gardens and Home unless I have indicated to the contrary. I authorize the references listed above to provide Bellingrath Gardens and Home any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to Bellingrath Gardens and Home as well as from the use or disclosure of such information by Bellingrath Gardens and Home or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment.

Attachments: _____

Applicant's Signature

Date