



12401 Bellingrath Gardens Rd., Theodore, AL 36582

Ph. 251.973.2217, Fax 251.973.0540; [bellingrath.org](http://bellingrath.org); [bellingrath@bellingrath.org](mailto: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)

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? Yes or No (circle one)

If so, date(s): \_\_\_\_\_ Prior Position: \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

**Education:**

Type of School: School Name Number of Years Diploma, Degree Course of  
& Location Completed or Certificate Study or  
Completed 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 or No (circle one)  
(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 or No (circle one)  
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 or No (circle one)  
If yes, please explain \_\_\_\_\_

4. During the past 24 months, have you ever been terminated, suspended, or asked to resign  
from any employment? Yes or No (circle one)  
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 or No (circle one)

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

Current or Most recent: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ From \_\_\_\_\_ (date)

Position: \_\_\_\_\_ To \_\_\_\_\_ (date)

Primary Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Previous: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ From \_\_\_\_\_ (date)

Position: \_\_\_\_\_ To \_\_\_\_\_ (date)

Primary Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Previous: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ From \_\_\_\_\_ (date)

Position: \_\_\_\_\_ To \_\_\_\_\_ (date)

Primary Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Previous: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ From \_\_\_\_\_ (date)

Position: \_\_\_\_\_ To \_\_\_\_\_ (date)

Primary Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**References: (please print)**

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Type of Acquaintance: \_\_\_\_\_ Years Known: \_\_\_\_\_

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**References: (please print)**

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Type of Acquaintance: \_\_\_\_\_ Years Known: \_\_\_\_\_

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**References: (please print)**

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Type of Acquaintance: \_\_\_\_\_ Years Known: \_\_\_\_\_

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**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: \_\_\_\_\_

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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 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:** (resume, cover letter,

*etc.*) \_\_\_\_\_

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Applicant's Signature Date