



12401 Bellingrath Gardens Road | Theodore, Alabama 36582
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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? ☐ Yes ☐ No
If so, date (s) : _____ Prior Position(s): _____
Reason 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.

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Proof of identity and eligibility will be required upon employment.

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: _____

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: _____

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

If yes, please explain: _____

Why do you want to work at Bellingrath Gardens & Home?

Are you at least 18 years old? ☐ Yes ☐ No

Employment History (please print)

Please list current or most recent first

Current or Most Recent: _____ Phone: _____

Address: _____

Start Date: _____ End Date: _____

Position: _____

Primary Responsibilities: _____

Reason for Leaving: _____

Employment History (Continued)

Please list current or most recent first

Former Employer: _____ Phone: _____

Address: _____

Start Date: _____ End Date: _____

Position: _____

Primary Responsibilities: _____

Reason for Leaving: _____

Former Employer: _____ Phone: _____

Address: _____

Start Date: _____ End Date: _____

Position: _____

Primary Responsibilities: _____

Reason for Leaving: _____

Former Employer: _____ Phone: _____

Address: _____

Start Date: _____ End Date: _____

Position: _____

Primary Responsibilities: _____

Reason for Leaving: _____

Former Employer: _____ Phone: _____

Address: _____

Start Date: _____ End Date: _____

Position: _____

Primary Responsibilities: _____

Reason for Leaving: _____

References

Name: _____ Phone: _____

Email Address: _____

Type of Acquaintance: _____ Years Known: _____

Name: _____ Phone: _____

Email Address: _____

Type of Acquaintance: _____ Years Known: _____

Name: _____ Phone: _____

Email Address: _____

Type of Acquaintance: _____ Years Known: _____

Other Information

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

Position Held: _____

Emergency Contacts

First Name: _____ MI: _____ Last Name: _____

Relationship to Applicant: _____

Phone: _____

First Name: _____ MI: _____ Last Name: _____

Relationship to Applicant: _____

Phone: _____

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 infomation 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.

Attachment:

Applicant's Signature

Date