

Human Resources  
 200 South Meade Street  
 Wilkes-Barre, PA 18702

## LITTLE FLOWER MANOR/ST. THERESE RESIDENCE/ST. LUKE'S VILLA

Phone: 570-408-9721  
 Fax: 570-408-9760

### APPLICATION FOR EMPLOYMENT

**It is the policy of Little Flower Manor/ St. Therese Residence/St. Luke's Villa to perform pre-employment and post-accident drug and alcohol testing.**

Please read all instructions carefully and complete all sections of the application. We will use the information you provide below to determine appropriate job placement, if any, with Little Flower Manor/St. Therese Residence/St. Luke's Villa. Even after hire, the information you provide here and during the pre-employment process will be relied on by Little Flower Manor/St. Therese Residence/St. Luke's Villa as being true, complete and accurate for various purposes. Likewise, if you include your resume, make sure that you have provided all requested information, including your employment, education, salary history and references and that your resume is true, complete and accurate.

Little Flower Manor/St. Therese Residence/St. Luke's Villa is an Equal Opportunity Employer. It is the policy of Little Flower Manor/St. Therese Residence/St. Luke's Villa to provide equal opportunity in recruitment, selection and all other terms and conditions of employment to all applicants and employees without discrimination because of an individual's race, color, religion, ancestry, disability, age, sex, national origin, veteran status or any other legally protected characteristic. No question on this application is asked for the purpose of limiting or excluding any applicant considered for employment because of any legally protected characteristic practice.

Date of Application: \_\_\_\_\_

Last Name	First Name	Middle	
Street	City	State	Zip
Home Phone	Call Phone	Social Security Number	
Position Desired	Pay Expected	Location	
Professional License/Certification: Type: _____ Number: _____	State Issued: _____ Expiration Date: _____		
What type of employment do you want?	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (less than 30 hrs per week) <input type="checkbox"/> Per Diem/Temporary <input type="checkbox"/> 7A-3P <input type="checkbox"/> 3P-11P <input type="checkbox"/> 11P-7A <input type="checkbox"/> Other		List hours available: _____
Referral Source:	<input type="checkbox"/> Newspaper (Name) _____ <input type="checkbox"/> Friend/Relative (Name) _____ <input type="checkbox"/> Website - i.e. Indeed.com, etc. (Name) _____ <input type="checkbox"/> Walk-in <input type="checkbox"/> Agency <input type="checkbox"/> Website		
Can you perform the essential functions of the job for which you are applying with or without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No    Have you ever been employed by Little Flower Manor/St. Therese Residence or St. Luke's Villa? If yes, dates _____ position _____ <input type="checkbox"/> Yes <input type="checkbox"/> No    Have you ever been known by a different name or do you have a maiden name? If yes, name(s) _____ <input type="checkbox"/> Yes <input type="checkbox"/> No    Have you ever served in the U.S. Military? If yes, state branch, rank and dates of service/discharge _____ <input type="checkbox"/> Yes <input type="checkbox"/> No    Have you ever been convicted of a summary, misdemeanor, or felony offense? If yes, please list crime or moving violation, date, degree and state of conviction - _____			

(NOTE: A Criminal Conviction is not an automatic bar to employment with Little Flower Manor/St. Therese Residence/St. Luke's Villa. In evaluating the suitability and qualifications of an applicant who has been convicted of a crime(s), Little Flower Manor/St. Therese Residence/St. Luke's Villa will consider all relevant circumstances, including: (i) the period of time that has passed since the conviction; (ii) any evidence of rehabilitation; and (iii) the nature of the crime(s) of which the applicant has been convicted and the relationship, if any, between that crime(s) and the operations in which Little Flower Manor/St. Therese Residence/St. Luke's Villa engages. For purposes of this application, a conviction includes, but is not limited to, regardless of whether or not a sentence was imposed, a: (a) finding of guilt by a judge or jury; (b) entry of a guilty plea; (c) entry of a plea of "nolo contendere" or no contest; and (d) any Accelerated Rehabilitative Disposition (ARD) agreement, or any deferred judgment or deferred sentencing arrangement.)

Yes  No Have you ever been dismissed from employment due to abuse or neglect of a client or resident? If yes, list date and employer \_\_\_\_\_

Yes  No Have you been excluded from receiving federal contracts, certain subcontracts, and certain federal financial and nonfinancial assistance and benefits under the nonprocurement common rule for award management? If yes, list date and exclusion circumstances \_\_\_\_\_

Yes  No Do you have any relatives currently/previously employed by Little Flower Manor/St. Therese Residence or St. Luke's Villa? If yes, name(s) \_\_\_\_\_

### EDUCATION

	Name and Address	Course of Study	Years Completed	Graduate Yes or No	List Degree(s)
High School, Preparatory or GED					
College/Vocational School					

**REFERENCES:** List three (3) personal references. Do not include relatives.

NAME	ADDRESS	TELEPHONE

### EMPLOYMENT HISTORY

*Start with present or most recent employer*

Company Name	Telephone
Address	Employed (Month/Year) From                      To
Name/Title of Immediate Supervisor	Rate of Pay Start                      Last
Job Title	Reason for Leaving
Job Duties/Responsibilities	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Company Name	Telephone
Address	Employed (Month/Year) From                      To
Name/Title of Immediate Supervisor	Rate of Pay Start                      Last
Job Title	Reason for Leaving
Job Duties/Responsibilities	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Company Name	Telephone
Address	Employed (Month/Year) From                      To
Name/Title of Immediate Supervisor	Rate of Pay Start                      Last
Job Title	Reason for Leaving
Job Duties/Responsibilities	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

## EMPLOYMENT HISTORY (continued)

Company Name	Telephone
Address	Employed (Month/Year) From                      To
Name/Title of Immediate Supervisor	Rate of Pay Start                      Last
Job Title	Reason for Leaving
Job Duties/Responsibilities	May we contact? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span>

Company Name	Telephone
Address	Employed (Month/Year) From                      To
Name/Title of Immediate Supervisor	Rate of Pay Start                      Last
Job Title	Reason for Leaving
Job Duties/Responsibilities	May we contact? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span>

I understand that in accepting this application, Little Flower Manor/St. Therese Residence/St. Luke's Villa is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Nor does receipt of this application imply employment.

I certify that I have fully, honestly and accurately completed the application in its entirety. All statements made by me on this application are true, correct and complete to the best of my knowledge. I have not withheld anything whatsoever that would, if disclosed, affect this application unfavorably. I fully understand that any misrepresentation or omission in any part of this application or in any subsequent other written documents that I am required to provide or complete in the course of employment with Little Flower Manor/St. Therese Residence/St. Luke's Villa may result in the cancellation of this application and, if I am already employed, may result in the termination of my employment with Little Flower Manor/St. Therese Residence/St. Luke's Villa.

I authorize Little Flower Manor/St. Therese Residence/St. Luke's Villa to investigate all statements contained in this application, including making inquiries of former employers, schools and references, by telephone or other means, to obtain information concerning my personal character, habits and disposition. I hereby release and hold harmless each and every person, company or other party from any liability relating to the furnishing of such information.

I understand that any offer of employment is conditional upon the satisfactory completion of a criminal background check. I understand that, at any time, during the course of employment, Little Flower Manor/St. Therese Residence/St. Luke's Villa may complete a criminal background check on me. I understand that a satisfactory criminal background check is a condition of continued employment with Little Flower Manor/St. Therese Residence/St. Luke's Villa.

I understand that any offer of employment is conditional upon satisfactory completion of post-offer physical and drug and alcohol testing. If, at any time, I would like to review Little Flower Manor/St. Therese Residence/St. Luke's Villa's Substance Abuse and Testing Policy, I may do so by contacting the Human Resources Department. I understand that a satisfactory drug and alcohol test and physical is a condition of employment with Little Flower Manor/St. Therese Residence/St. Luke's Villa. I understand that Little Flower Manor/St. Therese Residence/St. Luke's Villa conducts post-accident drug and alcohol testing and random monthly drug testing.

In consideration of my employment, I agree to conform to the policies and procedures of the Little Flower Manor/St. Therese Residence/St. Luke's Villa and any specific department policies and procedures. I agree that if I accept employment with Little Flower Manor/St. Therese Residence/St. Luke's Villa, I will, as a pre-condition of such employment, produce authentic documents as required establishing my identity and work authorization. I understand that Little Flower Manor/St. Therese Residence/St. Luke's Villa participates in E-Verify for each new employee's Form I-9 to confirm work authorization. E-Verify is not used to pre-screen job applicants.

I hereby acknowledge that I have read the above statements and fully understand the terms thereof.

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

**CONSUMER REPORT AND INVESTIGATION: CONSUMER REPORT DISCLOSURE**

Little Flower Manor/St. Therese Residence/St. Luke's Villa, when considering your application for employment, when making a decision whether to offer you employment, when deciding whether to continue you employment (if you are hired), and when making other employment related decisions directly affecting you, may wish to obtain and use a "consumer report" and/or "investigative consumer report" from a "consumer reporting agency". These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. As an applicant for employment or an employee of Little Flower Manor/St. Therese Residence/St. Luke's Villa, you are a consumer with rights under the FCRA.

A "consumer reporting agency" is a person or business that, for monetary fees, dues or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing "consumer reports" to others, such as Little Flower Manor/St. Therese Residence/St. Luke's Villa (i.e. Criminal Record Check through the PA State Police or FBI).

A "consumer report" is a written, oral or other communication of any information by a "consumer reporting agency" bearing on a customer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living, which is used or collected for the purpose of serving as a factor in establishing a consumer's eligibility for employment purposes.

An "investigative consumer report" is a consumer report or portion thereof in which information on a consumer's character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates of the consumer reported on or with others with whom he is acquainted or who may have knowledge concerning any such items of information. The Fair Credit Reporting Act provides you with the right to request, in writing within a reasonable amount of time, a disclosure of the nature and scope of the investigation requested.

If Little Flower Manor/St. Therese Residence/St. Luke's Villa obtains a "consumer report" or "investigative consumer report" about you, and if Little Flower Manor/St. Therese Residence/St. Luke's Villa considers any information in the "consumer report" that directly and adversely affects you, you will be provided with a copy of the "consumer report" before the decision is finalized. You also may contact the Federal Trade Commission about your rights under the FCRA as a "consumer" and with regard to "consumer reports", "investigative consumer reports" and "consumer reporting agencies."

Please sign and date below to signify receipt of this disclosure.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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I hereby authorize Little Flower Manor/St. Therese Residence/St. Luke's Villa to request an investigative consumer report now and if hired at anytime during my employment, as provided by the Fair Credit Reporting Act. I expressly release and hold harmless each and every person, company or other party that may provide the aforementioned information to Little Flower Manor/St. Therese Residence/St. Luke's Villa.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**STATEMENT OF PENNSYLVANIA RESIDENCY**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_

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*Please complete one of the following statements as it pertains to your residency in the state of Pennsylvania.*

I, \_\_\_\_\_, certify that I have been a resident of the state  
Print Name  
of Pennsylvania for the past two consecutive years.

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

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***OR***

I, \_\_\_\_\_, certify that I have NOT been a resident of  
Print Name  
the state of Pennsylvania for the past two consecutive years. Having not been a resident, I understand that if offered a position with Little Flower Manor/St. Therese Residence/St. Luke's Villa it will be necessary for me to have a Federal Bureau of Investigation Background Check completed as a condition of employment. The FBI check requires that I provide Human Resources with a copy of my fingerprints prior to or on my date of hire. I also understand that I will be responsible for any and all costs associated with the FBI Background Check. I also understand that failure to provide the necessary documentation, including my fingerprints, will prevent me from beginning employment with Little Flower Manor/St. Therese Residence/St. Luke's Villa until such is received.

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



# This Organization Participates in E-Verify

# E-Verify®



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

**IMPORTANT:** If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at [www.justice.gov/crt/osc](http://www.justice.gov/crt/osc).

## E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

**888-897-7781**

**[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)**

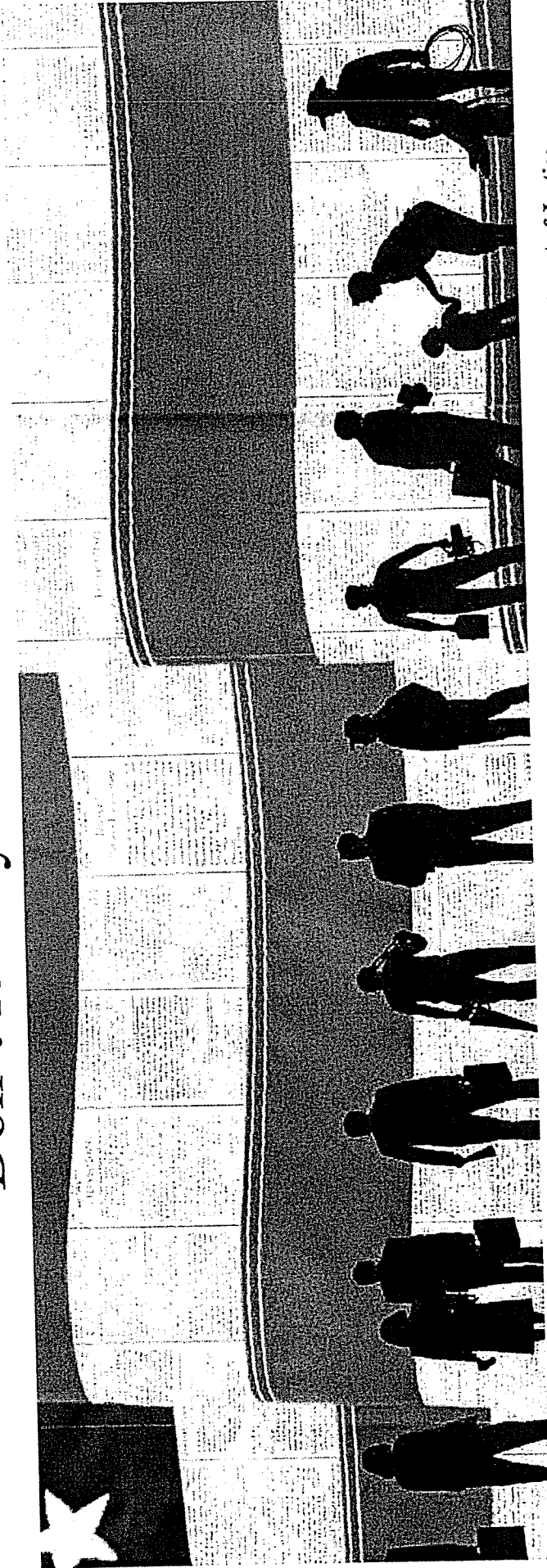
**NOTICE:**  
Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



**E-VERIFY IS A SERVICE OF DHS AND SSA**

The E-Verify logo and mark are registered trademarks of Department of Homeland Security. Commercial sale of this poster is strictly prohibited.

# IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have the legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

- In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.

- Employers cannot reject documents because they have a future expiration date.

- Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.

- In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

If any of these things have happened to you, contact the Office of Special Counsel (OSC).

For assistance in your own language:

Phone: 1-800-255-7688 or  
(202) 616-5594

For the hearing impaired:  
TTY 1-800-237-2515 or  
(202) 616-5525

E-mail: [oscrtf@usdoj.gov](mailto:oscrtf@usdoj.gov)

Or write to:

U.S. Department of Justice – CRT  
Office of Special Counsel – NYA  
950 Pennsylvania Ave., NW  
Washington, DC 20530

U.S. Department of Justice  
Civil Rights Division

Office of Special Counsel for  
Immigration-Related Unfair  
Employment Practices



[www.justice.gov/crt/about/osc](http://www.justice.gov/crt/about/osc)



**Applicant Name:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**Position(s) Applied for:** \_\_\_\_\_

### Equal Employment Opportunity Self Identification Form

Completion of this form is entirely **voluntary** and all information will remain confidential and will not affect your application for employment. We are required by law to collect this information for equal opportunity employment purposes and it will **not** become part of your personnel file if you are hired by Little Flower Manor and St. Therese Residence.

Sex:      \_\_\_\_\_ Male                      \_\_\_\_\_ Female

Race/Ethnicity\*:  
                                 \_\_\_\_\_ Hispanic or Latino  
                                 \_\_\_\_\_ White  
                                 \_\_\_\_\_ Black or African American  
                                 \_\_\_\_\_ Native Hawaiian or Other Pacific Islander  
                                 \_\_\_\_\_ Asian  
                                 \_\_\_\_\_ American Indian or Alaska Native  
                                 \_\_\_\_\_ Two or More Races  
                                 \_\_\_\_\_ Do not wish to disclose

\* **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

\* **White (Not Hispanic or Latino)** – A person having origins in any of the original people of Europe, the Middle East, or North Africa.

\* **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

\* **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the people of Hawaii, Guam, Samoa, or other Pacific Islands.

\* **Asian (Not Hispanic or Latino)** – A person having origins in any of the original people of the Far West, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

\* **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

\* **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.