

PRESENT OR MOST RECENT EMPLOYMENT INFORMATION

1. Firm _____ Telephone No. (____) _____
Address _____ City _____ State _____ Zip _____
Your Name While Employed There For Reference Request _____
Name Of Immediate Supervisor _____
Starting Title _____ Starting Salary _____ Date Began _____
Present Title _____ Present Salary _____ Date Left _____
Duties _____
Why Do You Wish To Make A Change? _____ May We Contact? Yes No

PREVIOUS EXPERIENCE

2. Firm _____ Telephone No. (____) _____
Address _____ City _____ State _____ Zip _____
Your Name While Employed There For Reference Request _____
Name Of Immediate Supervisor _____
Starting Title _____ Starting Salary _____ Date Began _____
Present Title _____ Present Salary _____ Date Left _____
Duties _____
Why Did You Make A Change? _____ May We Contact? Yes No

PREVIOUS EXPERIENCE

3. Firm _____ Telephone No. (____) _____
Address _____ City _____ State _____ Zip _____
Your Name While Employed There For Reference Request _____
Name Of Immediate Supervisor _____
Starting Title _____ Starting Salary _____ Date Began _____
Present Title _____ Present Salary _____ Date Left _____
Duties _____
Why Did You Make A Change? _____ May We Contact? Yes No

If No Previous Work Experience, List One Personal Reference (Nursing Applicants: Please List One Nursing Instructor).

Name _____ Telephone No. (____) _____
Address _____ City _____ State _____ Zip _____

Applicant's Certification

I certify that all matters contained in this application are true, authorize their investigation and agree that any misleading or false statements would render this application void and could be sufficient cause for immediate dismissal in the event of employment.

I understand that my employment is dependent upon receipt of satisfactory reference, attendance at orientation and satisfactory completion of the appraisal period.

I agree, if employed, to provide licensure (when applicable) and abide by the Corporate Rules and Regulations.

I agree to conform to the rules and regulations of Valley Memorial Homes and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to, by Valley Memorial Homes at any time and without prior notice to me. I understand that nothing contained in this employment contract between Valley Memorial Homes and myself for either employment or for the providing of any benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Corporation unless expressly made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time, and Valley Memorial Homes retains a similar right regarding the discontinuation of my employment.

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital, or the presence of a physical or mental handicap or disability, or any other characteristic protected by law. It is our intention that all applicants be given equal opportunity and that selection decisions are based on job-related factors.

Signature: _____ Date: _____



Applicant Please Sign and Date at Bottom Confidential Information

Valley Memorial Homes
2900 14th Avenue South, Grand Forks, ND 58201
Phone (701) 787-7900; Fax (701) 787-7936

To _____

_____ is an applicant for a position as _____
_____. He/She has given us permission to contact you for a reference.

Although the position they have applied for at Valley Memorial Homes may be different than the job they had at your facility, we would appreciate your evaluation of this person's job performance based on their work while employed at your organization. Thank you for your consideration.

Human Resources

Employed from _____ to _____ Department _____

Salary: Start _____ Title _____ Leaving _____ Title _____

Reason for leaving _____

Would you rehire? _____ If not, why? _____

Please rate applicant on the following characteristics:

	Poor	Fair	Good	Excellent
Quality of Work				
Quantity of Work				
Appearance				
Dependability				
Perception of Co-workers				
Team Effectiveness				

Is there any other information that may help us evaluate this applicant? _____

Signed _____

Title _____

I hereby authorize my former employers, school officials and other persons with whom I have been professionally associated to give Valley Memorial Homes any information regarding my employment record, together with any information they may have regarding whether or not such information is on their records. I hereby release said companies and individuals for any liability for any damage whatsoever resulting from the giving of such information.

Signature _____ Date _____

3. ____Yes ____No Have you ever received probation or community supervision for any federal, state or municipal offence?
If yes, please provide details below.

State: _____ County: _____ Date of Offence: ____ / ____ / ____

Details of Supervision: _____

4. ____Yes ____No Have you ever been convicted of any criminal offence in a country outside the jurisdiction of the United States?
If yes, please provide details below.

Country: _____ City: _____ Date of Offence: ____ / ____ / ____

Details of Conviction: _____

5. ____Yes ____No As of the date of the consent form, do you have any pending charges against you?
If yes, please provide details below.

State: _____ County: _____ Date of Arrest: ____ / ____ / ____

Details of Pending Charges: _____

THIS SECTION IS TO BE USED TO LIST ALL THE COUNTIES AND STATES OF RESIDENCE SINCE HIGH SCHOOL GRADUATION OR AGE 18.

CITY/TOWN	COUNTY	STATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I HERBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS CONSENT FORM IS TRUE, CORRECT, AND COMPLETE. IF ANY INFORMATION PROVES TO BE INCORRECT OR IMCOMPLETE I UNDERSTAND THAT GROUNDS FOR CANCELLING OF ANY AND ALL OFFERS OF EMPLOYMENT/VOLUNTEERISM WILL EXIST AND MY BE USED AT THE DISCRETION OF VMH.

Signed this _____ day of _____, 20____

APPLICANT (PRINT NAME) _____

APPLICANTS SIGNATURE _____