

HERITAGE POINTE

Seniors Living in the Jewish Tradition

APPLICATION FOR EMPLOYMENT

Welcome to Heritage Pointe Retirement Community. We are delighted that you have chosen to apply for a position with us. Heritage Pointe has enriched the community for over 25+ years as a not-for-profit organization serving seniors. Our Independent, Assisted Living and Memory Care communities currently serve 188 apartments. ***We have so much to be proud of but we could not do this without dedicated and committed employees.***

APPLICATIONS/RESUMES ARE ACCEPTED FOR OPEN POSITIONS ONLY

THIS APPLICATION MAY BE PRINTED, COMPLETED, AND FAXED TO HERITAGE POINTE HUMAN RESOURCES DEPARTMENT AT 949-364-9069, OR SCANNED AND SENT TO HR@HERITAGEPOINTE.ORG.

If you qualify for the position, we may call you for an interview. Decisions to interview may take several days.

OUR COMPANY PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL EMPLOYEES AND QUALIFIED APPLICANTS FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, SEXUAL ORIENTATION, DISABILITY OR STATUS AS A VIETNAM-ERA OR DISABLED VETERAN.

APPLICATION PROCESS

1. Not all applicants will be considered for employment at Heritage Pointe. Applications are screened to be sure **ALL** information is complete and to be sure the applicant meets the minimum qualification of the position. Your application is considered a legal document and if you do not answer every question completely and accurately, then your application for employment will not be considered.
2. Applicants must meet requirements that are specific to state and federal licensing regulations and laws. Post offers of employment are conditional upon the following requirements being met:
 - a. **Fingerprint Clearance.** All positions at Heritage Pointe must pass the fingerprint clearance through the Department of Social Services.
 - b. **Background Clearance.** Heritage Pointe requires that you have a clear background check.
 - c. **Physical and TB exam.** This is a condition of hire and must be passed in order to ensure that you can perform the job essentials for the position you've been offered.
 - c. **Student work permit.** Is required by law. Minors under the age of eighteen will be required to provide a permanent work permit (not a temporary) on their first day of work.
 - d. **Verification of Employment – The I-9 Process.** Our company participates with Social Security and the INS regarding verification of appropriate I-9 for all employees. We require original documentation that verifies your identity and eligibility to work in the United States. The information you complete will be transmitted to the SSA and the INS for verification of employment eligibility. Review the reverse side of this letter which shows acceptable documents from lists, "A", "B", or "C". **Photo copies are not accepted.** Associates would not be able to begin work until proof of eligibility is provided.

Heritage Pointe Retirement Community is a warm, loving and caring environment for our Residents. Our employees are dedicated to understanding our Resident's needs and respecting their privacy. In the same fashion, Heritage Pointe is committed to recognizing our employees' talents and specialties.

Thank you, once again, for your interest in Heritage Pointe and for completing our employment application. Good luck in the position for which you are applying.

Sincerely,

Mike Silverman, Chief Executive Officer

Our hiring policy is simple:

WE FOLLOW THE LAW!

**This company hires lawful workers only –
U.S. citizens or nationals and non-citizens with valid work authorization – without discrimination.**

Federal immigration law requires all employers to verify both the identity and employment eligibility of all persons hired to work in the United States. In its efforts to meet the law's requirements, this company is participating in the Basic Pilot program established by the Department of Homeland Security and the Social Security Administration (SSA) to aid employer's in verifying the employment eligibility of all newly hired employees. Our participation in the pilot program does not exempt us from the obligation to complete a Form I-9 for everyone we hire.

For additional information on the verification program contact the:

Department of Homeland Security USCIS/SAVE Program
111 Massachusetts Avenue, 2nd Floor Washington, DC 20001
Phone (888) 464-4218

Nuestra póliza de empleo es simple:

NOSOTROS SEGUIMOS LA LEY

Sin discriminación, esta compañía emplea solamente trabajadores legales – ciudadanos o nacionales de los Estados Unidos y extranjeros con autorización de trabajo.

La Ley Federal de Inmigración y Nacionalidad requiere que todas las empresas verifiquen la identidad y elegibilidad de las personas que buscan empleo en los Estados Unidos. En su esfuerzo de cumplir los requisitos de la Ley, esta compañía participa en un programa Piloto Básico de verificación de empleo, establecido por El Departamento de Seguridad Nacional (DHS) en conjunto con la Administración de Seguro Social en esta forma los empleadores, verificarán la elegibilidad de todos los nuevos aplicantes. Nuestra participación en este programa piloto, hace que no exista ningún tipo de excepción en la Ley, tenemos la obligación de completar el formulario I-9 para toda persona que nosotros empleamos.

Para mayor información de este programa de verificación, puede usted comunicarse:

Department of Homeland Security
U.S. Citizenship and Immigration Services
Systematic Alien Verification for Entitlements (SAVE) Program Washington, DC 20529
Phone (888) 464-4218

LISTS OF ACCEPTABLE DOCUMENTS

LIST A

LIST B

LIST C

Documents that Establish Both
Identity and Employment
Eligibility

OR

Documents that Establish
Identity

AND

Documents that Establish
Employment Eligibility

- | | | |
|--|---|---|
| <ol style="list-style-type: none"> 1. U.S. Passport (unexpired or expired) 2. Unexpired foreign passport, with <i>1551 stamp</i> or attached <i>INS Form 194</i> indicating unexpired employment authorization 3. Permanent Resident Card or Alien Registration Receipt Card with photograph (<i>INS Form 1 151 or 1551</i>) 4. Unexpired Temporary Resident Card (<i>INS Form 1-688</i>) 5. Unexpired Employment Authorization Card (<i>INS Form I-688A</i>) 6. Unexpired Employment Authorization Document issued by the INS which contains a photograph (<i>INS Form I-688B</i>) Employment Authorization Document (<i>INS Form I-766</i>)
www.uscis.gov/graphics/forms (120203) | <p style="font-weight: bold; margin: 0;">OR</p> | <ol style="list-style-type: none"> 1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p style="text-align: center; font-weight: bold; margin: 10px 0;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor or hospital record 12. Day-care or nursery school record |
| <p style="font-weight: bold; margin: 0;">AND</p> | | |
| <ol style="list-style-type: none"> 1. U.S. social security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>) 2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>) 3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (<i>INS Form 1-197</i>) 6. ID Card for use of Resident Citizen in the United States (<i>INS Form 1-179</i>) 7. Unexpired employment authorization document issued by the INS (<i>other than those listed under List A</i>) | | |

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-2741

Translator or Person providing assistance to applicant – If you are assisting the applicant please complete the section below:

Name of translator _____ Signature _____ Date _____ Phone # _____

What is your relation to the applicant _____ (father, mother, brother, sister, friend, employee)

POSITION(S) OF INTEREST

Position Desired: <i>This section must be completed to be considered for a position</i>	Date available to work
Are you available for shift work? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate shift/times: Am's _____ Pm's _____ Nights _____ <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	Type of work for which you are applying: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Per Diem <input type="checkbox"/> Seasonal Are you able to work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No

PERSONAL DATA

First Name (Nombre)	Middle	Last Name (Nombre Pasado)	
Street Address (Dirección De la Calle)		Email Address	Home Phone (Teléfono)
City (Ciudad)	State (Estado)	Zip Code (Código postal)	Cell phone (Teléfono de la célula)
Are you able to present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered "yes" to any of the questions above, you will be required to provide documentation to support your answer and to verify this information in writing.</i>	Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what functions can't be performed?		
If you are under the age of 18 years, can you provide required proof of your eligibility to work? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <i>Example: Student Work permit, or a copy of diploma or GED certificate if you have graduated</i>			
Have you ever worked for our company? <i>If "yes", give position and dates employed:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you previously interviewed for a job with our company? <i>If, "yes", list position and date of application:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have any friends or relatives working for us? <i>If yes, state name(s) and relationship:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of criminal offense (felony or serious misdemeanor)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answer "NO" make sure to read the back of Application under "POST OFFER ONLY". If you answer "yes" fully explain each conviction on the enclosed Criminal Record Statement. (Do not identify marijuana-related misdemeanor or convictions that are more than two (2) years old or for which the criminal record has been expunged, sealed or eradicated by the court or for convictions for the possessions of marijuana on school grounds or possession of concentrated cannabis), and any information concerning a referral to, and participation in, any pretrial or post trial diversion program. A conviction may or may not disqualify you as an applicant. Call our HR department for any questions).</i>			

REFERRAL SOURCE

Ad Internet Walk-in Employee referral (provide name) _____ Job Fair Other
 Community Agency (provide name) _____ Personal Referral (provide name) _____

FOR JOBS REQUIRING DRIVING AND/OR USE OF COMPANY VEHICLE

Have you ever been convicted of a moving violation within the past five years? Yes No

If "yes" please explain: _____

Do you have a valid driver's license? Yes No

Has your driver's license been suspended or revoked in the past five years? Yes No

If hired would you have reliable means of transportation to and from work? Yes No

EDUCATION AND SKILLS (EDUCACIÓN Y HABILIDADES)

High School Attended	City	State	Did You Graduate? What Year?
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OTHER EDUCATIONAL INSTITUTIONS	FIELD OF SPECIALIZATION	DID YOU GRADUATE?	DEGREE OBTAINED
Name			
Location			
Name			
Location			
Name			
Location			

Specialized Skills (complete if applicable to position desired)

Typing: WPM	Office machines, computer and software used:
Specialized equipment and machines operated:	Other skills:
	Licenses and certifications:

Indicate foreign language proficiency if job-related:

Please provide information about community activities, professional, trade or service organizations to which you belong, which you believe may demonstrate your job-related abilities. (You may exclude those which indicate race, color, religion, sex, national origin, age, disability or status as a Vietnam-era or disabled veteran).

PROFESSIONAL REFERENCES (REFERENCIAS PROFESIONALES)

List persons familiar with your professional ability who may be contacted. (Do not list relatives.)			
Name	Occupation	Phone	
Street Address	City	State	Zip
Name	Occupation	Phone	
Street Address	City	State	Zip
Name	Occupation	Phone	
Street Address	City	State	Zip

EMPLOYMENT HISTORY (list the most recent employer first; list all employment even if you provide a resume)

Employer (Patrón)	Address (Dirección)			From: (Mo./Yr.)	To: (Mo./Yr.)
Name of Supervisor (Nombre del supervisor)	Supervisor's Title (Título Del Supervisor)	Phone (Teléfono)	Ext.		
Starting Position (Posición De Salida)	Current or Last Position (Posición actual o pasada)				
Description of Duties and Accomplishments: (Descripción de deberes y de realizaciones)				Other Compensation (bonus, etc.)	
				Reason for Leaving	
				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer	Address			From: (Mo./Yr.)	To: (Mo./Yr.)
Name of Supervisor	Supervisor's Title	Phone	Ext.		
Starting Position	Current or Last Position				
Description of Duties and Accomplishments:				Other Compensation (bonus, etc.)	
				Reason for Leaving	
				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer	Address			From: (Mo./Yr.)	To: (Mo./Yr.)
Name of Supervisor	Supervisor's Title	Phone	Ext.		
Starting Position	Current or Last Position				
Description of Duties and Accomplishments:				Other Compensation (bonus, etc.)	
				Reason for Leaving	
				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer	Address			From: (Mo./Yr.)	To: (Mo./Yr.)
Name of Supervisor	Supervisor's Title	Phone	Ext.		
Starting Position	Current or Last Position				
Description of Duties and Accomplishments:				Other Compensation (bonus, etc.)	
				Reason for Leaving	
				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

The statements below are part of the application & should be read carefully.

Please read & initial each paragraph & sign below.

Verification of Enclosed Information: I certify that the answers on this application are true and complete. In submitting this application for employment, I authorize investigation of all statements contained in it and I understand and agree that any misrepresentation (including by omission) by me in this application will be sufficient reason (independent of any other) for the Company to refuse to hire me. In the event that I already have been hired, any such misrepresentation (including by omission) irrespective of when discovered shall be subject to immediate disciplinary action, including, but not limited to the immediate termination of my employment. I hereby authorize any person or organization whose name I have given as a reference or by whom I have been previously employed, to furnish the Company or its representatives, any information concerning me, with respect to my qualifications as an employee. I hereby release all such persons and organizations from any claims for damages arising as a result of the good faith disclosure of such records or information.

_____(INITIALS) I HAVE READ THE STATEMENT ABOVE

The Fair Credit Reporting Act, the California Civil Code and the Internet: Heritage Pointe employees are required to submit to a background check as part of the application process. Applicants will be provided with authorization forms to permit such background checks to be conducted under the federal Fair Credit Reporting Act, and any comparable and applicable state statute. Applicants refusing to sign such authorization forms will not be considered for employment with Heritage Pointe. In addition, Heritage Pointe may conduct its own review internally, including, but not limited to reviewing any internet blogs or other social media that may provide relevant information concerning character and reputation.

By initialing below, applicant consents to such inquiries and agrees to cooperate with any such review.

_____(INITIALS) I HAVE READ THE STATEMENT ABOVE

Post offer only: If an offer of employment is made I understand that I will be required to submit to a fingerprint clearance. If the criminal clearance does not come back within 10 days from the time it was done, the offer of employment will be rescinded. ***NOTE: if you answer NO to the question of "have you ever been convicted of a criminal offense (felony/misdemeanor)" on the front of this application and you are wrong, your answer will be considered not true and viewed as a misrepresentation on your application.** You must disclose convictions, including reckless and drunk driving convictions even if; 1) it happened a long time ago, 2) it was only a misdemeanor, 3) you didn't have to go to court (your attorney went for you), 4) you had no jail time or the sentence was only a fine or probation, 5) you received a certificate of rehabilitation, or 6) the conviction was later dismissed, set aside or the sentence was suspended. A clearance must be obtained before client contact is made as required by our licenser. I also understand That if an offer of employment is made I will be required to submit to a physical examination and drug test to determine my fitness for the work to be performed, and to receive any required immunizations. (These items are completed before the first day of work and/or on the first day of orientation).

_____(INITIALS) I HAVE READ THE STATEMENT ABOVE

Our policy is not to employ individuals who use illegal drugs or prescription drugs without medical prescription, in any amount regardless of frequency or occasion. It is our commitment to our Residents and staff that we provide a drug-free work environment.

_____(INITIALS) I HAVE READ THE STATEMENT ABOVE

Proof of eligibility to work & the Basic Pilot Program: If I am employed, I will furnish the required proof of citizenship documents on my first day of employment and/or training/orientation. If I am not a U.S. citizen, I will provide documentation which establishes identification and employment authorization as prescribed by federal law. I understand that if employed my documentation will be submitted to the Social Security and Homeland Security Information Systems as part of our membership in the Basic Pilot Program per Federal and State government regulations.

_____(INITIALS) I HAVE READ THE STATEMENT ABOVE

Implied Contract & At Will Statement: Nothing in this application creates an agreement implied or otherwise to offer you employment. In the event that you do receive an offer of employment, your position will be "At Will" and either you or the Company would have the right to terminate the employment relationship at any time for any or no reason, with or without cause or advance notice. Neither this application nor any policy, procedure or practice, written or verbal, or the acceptance or continuance of employment constitutes any contract or promise to employ you for any duration of time. The "At Will" employment relationship can only be modified in writing signed by the Company's Chief Executive Officer.

_____(INITIALS) I HAVE READ THE STATEMENT ABOVE

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment) be conducted by internal personnel employed by Heritage Pointe, I am entitled to copies of any such public records obtained by Heritage Pointe unless I check the box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

_____(INITIALS) I HAVE READ THE STATEMENT ABOVE

I certify by my signature that I have read and agree to all terms as stated above.

APPLICANT'S SIGNATURE _____

DATE _____

HERITAGE POINTE RETIREMENT COMMUNITY
APPLICANT QUESTIONNAIRE & POLICY
(ASPIRANTE QUESTIONNAIRE Y POLÍTICA)

Completing this portion of the application does not imply you will be given an interview for the position for which you are applying. *En Español: Le agradecemos por su interés en el trabajo para nuestra organización. No nos entrevistamos con o aún no empleamos siempre a cada uno que aplique o termine un uso. Los usos que no se terminan enteramente no serán considerados para el empleo. No nos entrevistamos con típicamente le en el mismo día usted terminamos un uso. Si usted califica para la posición podemos llamarle para una entrevista. Dependiendo del número de las decisiones de los aspirantes entrevistarse con puede tomar varios días. Podemos o podemos no notificarle que nuestra decisión pero de nosotros dar la bienvenida a su llamada de vuelta para ver donde está su uso en el proceso que emplea. Terminar este cuestionario no le implica será dada una entrevista para la posición la cual usted está solicitando. Esta petición nos da una inspección previo del chivato de porqué usted está interesado en nuestra organización. Gracias por tomar el tiempo.*

1. What is the number one reason you want the job you are applying for?

¿Cuál es la razón del número uno que usted desea el trabajo usted está solicitando?

2. How can you make a difference at our company? *¿Cómo puede usted diferenciar en nuestra compañía?*

3. What are the 3 most important things you think our company does every day?

Cúales son las 3 cosas más importantes usted piensa que nuestra compañía hace cada día

4. Where do you see your career 3 years from now? *¿Dónde usted ve su carrera 3 años de ahora?*

5. Have you ever been convicted of criminal offense or misdemeanor? Regardless of the answer, please complete the next form. Answering **"YES"** to these questions does not constitute an automatic bar to employment. Factors such as age, and time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account. *¿Le siempre han condenado por ofensa o delito menor criminal? Si sí, llenar el formulario por favor en el dorso de esta página. El contestar a estas preguntas no constituye "sí" una barra automática al empleo. Los factores tales como edad, y época de la ofensa, de la seriedad y de la naturaleza de la violación y de la rehabilitación considerado.*

Heritage Pointe is a licensed facility that cares for the elderly. Our licensure requires fingerprint clearances from the State of California and FBI for specific positions. Staff applying for specific positions at Heritage Pointe and subsequently offered a position must pass the clearance process prior to beginning work at Heritage Pointe. *La aldea de Heritage Pointe es una facilidad licenciada esa los cuidados para los ancianos. Nuestro licensure requiere separaciones de la huella digital del estado de California y de FBI para las posiciones específicas. Proveer de personal solicitar posiciones específicas en la aldea de Heritage Pointe y ofreció posteriormente una posición debe pasar el proceso de la separación antes del trabajo que comienza en la aldea de Heritage Pointe.*

CRIMINAL RECORD STATEMENT

State law requires that persons associated with licensed facilities be fingerprinted and disclose any conviction.

A conviction is any plea of guilty or *nolo contendere* (no contest) or a verdict of guilty. The fingerprints will be used to obtain a copy of any criminal history you may have.

Have you ever been convicted of a crime in California? NO YES

Have you ever been convicted of a crime from another State, Federal court, military or jurisdiction outside of the U.S.? NO YES

For Foster Family and Certified Family Homes only: Have you ever been arrested for a crime against a child or for a spousal/cohabitant abuse? NO YES

Criminal convictions from another State or Federal court are considered the same as criminal convictions in California

If you answer **YES**, give details on the back of this page indicating the nature and circumstances of each crime and the date and the location in which each crime occurred.

You must disclose convictions, including reckless and drunk driving convictions and the location in which it occurred, even if:

1. It happened a long time ago;
2. It was only a misdemeanor;
3. You didn't have to go to court (your attorney went for you);
4. You had no jail time or the sentence was only a fine or probation;
5. You received a certificate of rehabilitation;
6. The conviction was later dismissed, set aside or the sentence was suspended.

NOTE: IF THE CRIMINAL BACKGROUND CHECK REVEALS ANY CONVICTION(S) THAT YOU DID NOT DISCLOSE ON THIS FORM, YOUR FAILURE TO DISCLOSE THE CONVICTION(S) WILL RESULT IN AN EXEMPTION DENIAL, LICENSE APPLICATION DENIAL, LICENSE REVOCATION, OR EXCLUSION FROM A LICENSED FACILITY.

I declare under penalty of perjury under the laws of the State of California that I have read and understand the information contained in this affidavit and that my responses and any accompanying attachments are true and correct.		
FACILITY NAME: HERITAGE POINTE RETIREMENT COMMUNITY		FACILITY NUMBER: 300607488
YOUR NAME (PRINT CLEARLY)		
YOUR ADDRESS	CITY	ZIP
YOUR SIGNATURE		DATE