

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 949-388-0150, 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, Drug Screen (non-THC) 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. We use E-Verify for this process to confirm work eligibility. An acceptable list of documents will be provided to you prior to your first day. **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.

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			

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? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes" please explain: _____ Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No Has your driver's license been suspended or revoked in the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> 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

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.	Reason for Leaving	
Starting Position (Posición De Salida)	Current or Last Position (Posición actual o pasada)				
Description of Duties and Accomplishments: (Descripción de deberes y de realizaciones)					
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.	Reason for Leaving	
Starting Position	Current or Last Position				
Description of Duties and Accomplishments:					
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.	Reason for Leaving	
Starting Position	Current or Last Position				
Description of Duties and Accomplishments:					
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.	Reason for Leaving	
Starting Position	Current or Last Position				
Description of Duties and Accomplishments:					
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. 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, TB test, and drug test (non-THC) 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).

_____(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 in the United States: If I am employed, I will furnish the required proof of citizenship documents on my first day of employment or within three days of my first day worked. 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 immediately to E-Verify.

_____(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**

Completing this portion of the application does not imply you will be given an interview for the position for which you are applying.

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?

Cuáles 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?*
