

Roland Park Place is an equal opportunity employer. We adhere to making all employment decisions without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, citizenship, sexual orientation, physical appearance or any other protected classification which may be applicable under the law. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Personal Information					
Last Name		First Name, MI		Date of Application	___ / ___ / ___
Address			City/State/Zip		
Home Telephone		Cell Phone		Email address	
Can you submit proof of legal employment authorization and identity?	<input type="radio"/> Yes <input type="radio"/> No		Can you work overtime if required for this position?	<input type="radio"/> Yes <input type="radio"/> No	
Can you travel if required by this position?	<input type="radio"/> Yes <input type="radio"/> No		Have you ever been previously employed by Roland Park Place?	<input type="radio"/> Yes <input type="radio"/> No	
Are you currently subject to a non-compete, non-solicitation, or employment agreement or any other obligation with another employer that could impact your ability to perform the job for which you are applying?				<input type="radio"/> Yes <input type="radio"/> No	
Have you ever been found guilty of a crime (other than a minor traffic offense). Please do not include any crimes for which a record has been expunged.				<input type="radio"/> Yes <input type="radio"/> No	
If yes, please provide details. Persons hired by Roland Park Place may be required to complete a background check in accordance with applicable state and federal law. Conviction of a criminal offense does not automatically bar a person from employment. Factors such as relationship to the offense to employment, the amount of time that has passed since the offense, the seriousness of the offense, and other federal, state, and/or local statutory requirements will be taken into consideration when evaluating the results of your response to this question and any background check					
Position Information					
Position Desired:			Date Available to begin work:	___ / ___ / ___	
Hours Desired:	<input type="radio"/> Full-time <input type="radio"/> Part-time <input type="radio"/> PRN		Salary Desired:		
How or by who were you referred to us?					
Employment History					
Current Employer:			Position Held:		
Address:			Telephone #:		
Supervisor Name and Title:			Dates of Employment:	___ / ___ / ___ to ___ / ___ / ___	
Job summary:					
Reason for Leaving:			Last Salary:		
May we contact the above employer? <input type="radio"/> Yes <input type="radio"/> No					
Previous Employer:			Position Held:		
Address:			Telephone #:		
Supervisor Name and Title:			Dates of Employment:	___ / ___ / ___ to ___ / ___ / ___	
Job summary:					
Reason for Leaving:			Last Salary:		
May we contact the above employer? <input type="radio"/> Yes <input type="radio"/> No					



Previous Employer:		Position Held:	
Address:		Telephone #:	
Supervisor Name and Title:		Dates of Employment:	/ / to / /
Job summary:			
Reason for Leaving:		Last Salary:	
May we contact the above employer? <input type="radio"/> Yes <input type="radio"/> No			

**Educational History**

List school name and location, course of study, and any degree:

	School Name	City, State	Major/Minor	Graduate?
High School:				<input type="radio"/> Yes <input type="radio"/> No
College:				<input type="radio"/> Yes <input type="radio"/> No
Graduate School:				<input type="radio"/> Yes <input type="radio"/> No
Other:				<input type="radio"/> Yes <input type="radio"/> No

**Other Skills and Qualifications**

Summarize any job related training, skills, licenses, certificates, and/or other qualifications:


**Professional References**

List 3 references names, telephone numbers, and years known (do not include relatives):

Name	Relationship	Years Known	Contact Information

We thank you for applying to Roland Park Place. Whether or not your next job is with us, we wish you every success in your career.

Before signing this application form, please read the following statements carefully. You are encouraged to ask for assistance if you have any questions or do not understand any part of this application form.

As a condition of my employment, I accept the principle that the well-being of the community and people who reside there depends upon the conduct and honesty of the members of the staff and upon the trust and confidence of the public. I know that the residents rightly expect honesty, security and confidentiality in their affairs. I therefore agree to the following:

- To give no unauthorized information about the community or its relation with others, and to discuss no matters of a confidential nature relating to the community or company's affairs unless such discussion is in the necessary course of business and is in accordance with Roland Park Place policy.
- To inform my supervisor immediately of any fraud, false entry, substantial error, employee misconduct, which I discover or know to have taken place in any records, property, or caregiving behavior, and to report any transaction or matter that does not seem to be in the best interest of the residents or of the community.

I certify that all statements made by me on this application are true and complete to the best of my knowledge. I understand that any misrepresentation, falsification or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either Roland Park Place or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of Roland Park Place not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I hereby authorize Roland Park Place to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability Roland Park Place and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information. I authorize my current and former employers, educational institutions, governmental agencies, references, and others named in this application and accompanying documents, if any, to disclose any and all information and opinions about me that may be lawfully disclosed. I understand Roland Park Place may obtain consumer reports and my consent will be obtained prior to obtaining such information. I understand any offer of employment is contingent on the satisfactory completion of a background investigation. I release Roland Park Place from any and all liability that might result from making such an investigation, and acknowledge that the findings of such investigation may be cause for disqualification from further consideration of employment, withdrawal of an employment offer, or if employed, may be cause for disciplinary action up to and including dismissal.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

**UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.00. I REPRESENT AND WARRANT THAT I HAVE READY AND FULLY UNDERSTAND THE FOREGOING.**

Applicant signature: \_\_\_\_\_

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