

BUCKINGHAM SOUTH

Human Resource Department Employment Office

**5450 Abercorn Street
Savannah, GA 31405
912/355-5550**

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability, veteran status, or other protected classification. All offers of employment are contingent upon a positive background check and criminal history prior to employment. A health screening/physical is required prior to employment. Successfully passing a drug screen prior to employment may be required. For this type of employment, state law requires a criminal record check as a condition of employment.

Dear Applicant:

Thank you for your interest in our organization. Please read and complete the employment application completely and carefully. You may attach your resume to the application, however, we do require that you complete the work history section of the application form. Please complete all of the blanks on the employment application as we are unable to process incomplete applications. Your application will be reviewed and if your qualifications parallel those required of our current openings, you will be contacted, otherwise your application will only be considered for 120 days. Consideration after that period will require a new employment application.

Thank you for considering Buckingham South as an employment choice.

BUCKINGHAM SOUTH

EMPLOYMENT APPLICATION

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or veteran status, or other protected classification.

PLEASE PRINT:

Name: _____ Date: _____
(Last Name) (First) (Middle)

Address: _____
(Street) (Apt #) (City) (State) (Zip)

Telephone Number: (____) _____ Alternate Number: (____) _____

Are you over 18 years old? Yes No If not, employment is subject to verification of age.

Are you legally eligible for employment in the United States? Yes No

How did you learn of this opening? Employee Referral (please list name of employee): _____
 Newspaper
 Job Fair
 Other: (please list) _____

POSITIONS APPLIED FOR:

(1) _____ (2) _____

Area(s) of Interest: _____

Shift Preferred: 7 A.M.- 3 P.M. 3 P.M.- 11 P.M. 11 P.M. – 7 A.M. Full-Time Part-Time

Hourly wage or salary desired? _____ When are you available to start? _____

Are you willing to work all hours, shifts or days as required? Yes No If no, please list those hours, shifts and days that you are willing to work? _____

Are you available to work weekends? Yes No Are you willing to work overtime if asked? Yes No

Have you ever been convicted of a criminal offense or have you ever been or are you currently a defendant in a criminal proceeding? (Includes misdemeanors, deferred adjudication, and probated sentence.) Yes No

If yes, state the offense, date, location and disposition. (Conviction will not necessarily disqualify an applicant for employment.) _____

APPLICANT NAME: _____
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MILITARY HISTORY: Branch: _____ Member of Reserves? Yes No Active Inactive

PROFESSIONAL LICENSURE/CERTIFICATIONS:

Type/Number: _____ State Issued: _____ Expiration Date: _____

CPR Certified: Yes No Date: _____ **Current Tuberculosis Screening?** Yes No Date: _____

Current Health Physical: Yes No Date: _____

Other Skills, Experiences or Qualifications: _____

EDUCATION HISTORY:

EDUCATION	Name & Location of School	Did you graduate?	No. of Years Completed	Degree or Diploma
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/University		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/University		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Technical School		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other Special Training/Education/Languages:				

WORK HISTORY: May we contact your present employer? Yes No

Most Recent Employer:	Address:	Telephone:
Date Started:	Starting Position:	
Starting Salary: \$ _____ Per _____		
Date Left:	Position on Leaving:	
Salary on Leaving: \$ _____ Per _____		
Name and Title of Supervisor:		
Description of Duties:	Reason for Leaving:	

APPLICANT NAME: _____

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Previous Employer:	Address:	Telephone:
Date Started: Starting Salary: \$ _____ Per _____	Starting Position:	
Date Left: Salary on Leaving: \$ _____ Per _____	Position on Leaving:	
Name and Title of Supervisor:		
Description of Duties:	Reason for Leaving:	

Previous Employer:	Address:	Telephone:
Date Started: Starting Salary: \$ _____ Per _____	Starting Position:	
Date Left: Salary on Leaving: \$ _____ Per _____	Position on Leaving:	
Name and Title of Supervisor:		
Description of Duties:	Reason for Leaving:	

Previous Employer:	Address:	Telephone:
Date Started: Starting Salary: \$ _____ Per _____	Starting Position:	
Date Left: Salary on Leaving: \$ _____ Per _____	Position on Leaving:	
Name and Title of Supervisor:		
Description of Duties:	Reason for Leaving:	

APPLICANT NAME: _____

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Previous Employer:	Address:	Telephone:
Date Started: Starting Salary: \$ _____ Per _____	Starting Position:	
Date Left: Salary on Leaving: \$ _____ Per _____	Position on Leaving:	
Name and Title of Supervisor:		
Description of Duties:	Reason for Leaving:	

(Should you need additional space, please obtain extra work history form from receptionist or attach information.)

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize Buckingham South to make an investigation of any of the facts set forth in this application; including criminal history, professional/technical certification or licensure, driving record, education and credit history as it relates to my employment, and I hereby release Buckingham South from all liability for any damages in obtaining this information. I understand that I am required to have a health screening/physical prior to employment. I understand that upon an offer of employment, I may be required to pass a drug test prior to employment.

I understand that employment with Buckingham South is "at will," which means that either I or Buckingham South can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no person, supervisor, manager or executive is authorized to alter any of the foregoing or to enter into any written or verbal employment contracts without the express written consent of the Executive Director or Administrator.

Date: _____ Applicant's Signature: _____

Social Security Number: _____ - _____ - _____

Driver's License Number: _____ State: _____

To be completed by Human Resources if the applicant is job offered:

Position offered: _____ Dept: _____ Cost Code: _____

Full-Time Part-Time PRN Shift: _____ Exempt Non-Exempt

Hourly Rate: _____ Salary: _____ Anticipated Start Date: _____

Buckingham South Representative

Date