



ridgelinemc.com

A Ridgeline Community

## APPLICATION FOR EMPLOYMENT

### *RIDGELINE'S MISSION STATEMENT*

*Creating environments where moments of joy, independence, and wellness are the focus each and every day.*

#### *Core Values & Beliefs*

- **INTEGRITY** – Honesty, trust, communication, personal accountability, focus on the greater good, make wrongs right, no hidden agenda, resolve conflicts with dignity.
- **EMPATHY** – Caring, establish rapport through genuine human contact, listen, kindness, make an effort to know others.
- **PASSION** - Commitment to self, job, excellence, hardworking, good deeds, reliable, disciplined, work ethic, love work, in service to others.
- **EVOLUTION** - Adaptable, competence, skill, teamwork, willing to try new things, embrace new training, teach others, self -initiative.
- **GOODNESS**- humor, appreciation for expressing joy in spontaneous moments, give grace to others, light heart, positive energy, no critical spirit, openness, accepting of diverse ideas and personalities without judgment, calm during troubled times, present for others.
- **EMPOWERMENT**- allow others to fail and make mistakes, allowing them to learn deep lessons from their failures, coaching and praising others, allowing teams and individuals to solve problems.
- **WISDOM**- listen to the wisdom of one another and of residents, do not take sides, stand tall, engage in solution finding, decisions made are based on our mission and core values.

**Dear future team member,**

Are you excited about working with our residents in a new and exciting way? Are you a good person with a passion for being a partner with seniors to guide and assist them when they need it, while supporting them to explore new adventures and opportunities to learn?

You may have worked in an Assisted Living or Nursing home before, where the residents were on a schedule for showers, meal times, activities and more. Your job may have been to ensure these tasks were accomplished on time and as scheduled each day.

At this community, residents are empowered and encouraged to make their own choices, celebrating life and envisioning the possibilities...not only about when they get up or take their showers, but what new adventures to explore, what mysteries to uncover, and more! We believe that elder hood is a time of life when the spiritual and emotional lives of seniors expand; where they can make a conscious choice to transform a lifetime of experience into forgiveness, wisdom, and blessings building a legacy for future generations.

As you read our Mission, Vision and Values, please ask yourself, “Do I want to work here?” “Do my values and character match those listed?” “Can I work in a resident directed living community?” We recognize our employees are the heart of what we do. Therefore, we are very careful in our selection process. If you believe you can work in a community where residents rule and employees rock, we invite you to complete and submit this application.

Sincerely,

Administrator

## Equal Opportunity Statement

**Ridgeline provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, status as a covered veteran, or other grounds protected by applicable federal, state and local laws. Ridgeline complies with applicable state and local laws governing non-discrimination in employment in every location in which it has facilities. It expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, veteran status, or other traits protected by applicable law.**

Today's Date:			
Name:			
Alias or past names: (Please include maiden name, if applicable):			
First Name:		Middle Name:	Last Name:
First Name:		Middle Name:	Last Name:
Address:			
City	State	Zip Code	County
Phone Number		Email	
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you worked for this Community before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, dates of employment:	
Referred by (Advertisement, person, walk-in, etc.)		Shift desired: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights	
Position desired:		Salary/Wage expectation:	
Date available to start employment:		Will you be able to work weekends and Holidays? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Available to work: <input type="checkbox"/> Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Other			
What hours/days are you available to work?		What hours/days are you not available to work?	
Are you currently employed? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many jobs do you currently hold?		Have you ever had your professional license or certification suspended, revoked, or restricted? Yes <input type="checkbox"/> No <input type="checkbox"/>	
(For driving jobs only) Do you have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, DL#:  (For driving jobs only) Have you had your driver's license suspended or revoked? Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, DL#:		Have you ever been convicted of or pled guilty to a felony or misdemeanor other than a minor traffic violation? <i>(Indiana and Colorado applicants – excludes expunged convictions; Oregon applicants – excludes expunged juvenile convictions; California applicants – minor traffic violations are excluded.)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, list all convictions, starting date, nature of offenses and where they occurred, and any other circumstances that may assist us in understanding what happened. A prior criminal conviction is not an automatic bar to employment. Each case is assessed on its own individual merits.	

Are you legally authorized to work if the United States? (*Federal law requires proof of identity and employment authorization for all new employees.*) Yes  No

Are you capable of performing, with or without a reasonable accommodation, the essential functions of the job or occupation for which you have applied? Yes  No

(*If you have questions about the functions of the job, please ask the interviewer before answering this question.*)

Have you ever had abuse or neglect substantiated against you by the Department of Human Services or Senior Services Division in any state? Yes  No

## Record of Employment

### Current/Most Recent Employer

Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_ Last Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
mo/yr mo/yr

May we contact this Employer?  Yes  No

Position/Job Duties:

\_\_\_\_\_  
\_\_\_\_\_

### Previous Employer

Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_ Last Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
mo/yr mo/yr

May we contact this Employer?  Yes  No

Position/Job Duties:

\_\_\_\_\_  
\_\_\_\_\_

### Previous Employer

Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_ Last Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
mo/yr mo/yr

May we contact this Employer?  Yes  No

Position/Job Duties:

\_\_\_\_\_  
\_\_\_\_\_

## References

Name	Relationship	Phone number
Name	Relationship	Phone number
Name	Relationship	Phone number

## Education/Training/Licenses

Last school attended - Name:	City:	State:
Do you have any applicable kind of education/training? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please describe:		
Do you have any applicable professional licenses? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what type and expiration date:		

**Please read the following and address any questions to the representative of the Community where you are applying before signing below.**

I hereby certify that all of the information in this application is complete and accurate to the best of my knowledge and belief. I understand and agree that any omissions and/or false or inaccurate statements in my application or interview may be justification for refusal to hire or termination of employment.

I hereby authorize the Community and/or its duly authorized agents to investigate all references provided and to contact all prior employers concerning my qualifications for the position applied for. I hereby release from liability the Community and its representatives for seeking such information.

I hereby authorize all prior employers, schools, law enforcement agencies, and governmental agencies to give the Community any and all information concerning my previous employment and any pertinent information they may have, about my qualifications for the position for which I am applying. I release all persons or entities from all liability for any damage or injury that may result from reliance on the information furnished.

**I understand and acknowledge that, if hired, my employment is for no definite period and either the Community or I may terminate our relationship at will at any time, for any reason other than a reason prohibited by applicable law, and with or without notice. I further understand and acknowledge that this employment application does not constitute an employment contract. I also agree that if hired, I will be considered an employee of the Community, and not an employee of Ridgeline Management Company.** I have had the opportunity to have my questions about this statement's content and intent answered and understand its terms.

I understand that any job offer that may be extended to me is contingent upon the successful completion of a drug test, tuberculin test and background check as required by applicable law, and contingent upon any other requirements per state licensing. I further understand that if I have applied for a driving position, any job offer that may be extended to me is contingent upon a satisfactory driving record as determined by the Community's insurer.

Following commencement of my employment, I understand and agree that, either on reasonable suspicion or upon occurrence of a workplace accident, the Community may require that I submit to a drug and/or alcohol test as a condition of employment. Wyoming and Colorado applicants understand and agree that, pursuant to applicable law, the Community requires that they submit to a drug and/or alcohol test upon reasonable suspicion, the occurrence of a workplace accident, or at random. The Community reserves the right to conduct searches on Community property or of the Community's property, vehicles, and/or equipment at any time.

I understand and agree that this application will remain active for 90 days. If I still want to be considered for a position with the Community after this application expires, it is my responsibility to complete a new application.

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

I agree that, as a condition of employment, I will not make copies or remove information from the Community, including forms and/or policies and procedures, without the express written authorization of Management.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date