

**Sipe's Orchard Home
Application**

General Information

Date of Application _____

Date of Hire _____

Applicant's Full Name		Driver's License # (include state)	
Mailing Address		How many years at current address?	
E-Mail Address:		How many years in NC?	
Telephones			
Home:		Cell:	Business:
Have you ever applied with us before? _____ No _____ If yes, Date _____			
Type of application: _____ Full-time employment _____ Part-time employment _____ Internship _____ Volunteer			
Position Desired		Are you available for full-time work?	
Are you legally eligible for employment in the United States? _____ Yes _____ No _____ Unsure at this time			
How did you learn of Sipe's Orchard Home?			

Education

	Name	Course of Study/ Major & Minor	No. of Years Completed	Did you Graduate?	Degree Received
High School					
College					
Graduate					

List your membership in professional organizations (exclude those which may disclose your race, religion, or national origin):

Job History/Professional References

*Please give accurate and complete information that includes both full and part-time employment.
Start with your present or most recent position.*

Company	Telephone	
Address	Dates of Employment	
Supervisor	Reason for Leaving	May we contact this company?
Job Title and Description of your work		

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Address	Dates of Employment	
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Military

Complete this section if you have served in the United States armed services

Branch of Service	Period of Active Duty
Describe your duties and special training:	Rank at Discharge

Complete this section if you currently serve in the Active Reserves or National Guard

Branch of Service	Length of obligated Service
Describe your duties and special training:	Current Rank

Additional Information

The following information including legitimate occupational qualifications is requested to further process this application. Federal law prohibits discrimination on the basis of race, color, religion, disability, age, sex, & national origin.

Are you over the age of 18?
Have you ever been bonded? If yes, please list employer:
Have you been convicted of a crime in the last 10 years, excluding misdemeanors or summary offenses, which have not been annulled, expunged, or sealed by the court? If yes, describe in full:
Please name any relatives currently employed at Sipe's Orchard Home:
After reviewing/discussing the job duties for this position, do you believe you can meet the general job requirements/functions of this position?

Personal References – Please exclude next of kin

Name	Telephone
Address	
Nature of Relationship	

Name	Telephone
Address	
Nature of Relationship	

Name	Telephone
Address	
Nature of Relationship	

Please read carefully.
With my initials I certify that I understand and agree with the following statements:

The information provided by me on this application is correct to the best of my knowledge.

I understand that any omission or misstatement of fact could disqualify me from this position and could be considered cause for dismissal if hired.

If I am considered for hire I understand that Sipe’s Orchard Home will request further personal information. This information is required to conduct/review: a) the references I provided, b) criminal background checks (federal, state, and local), c) the NC Responsible Individuals List, d) the NC Sex Offender & Public Protection Registry, and e) the NC Health Care Personnel Registry. I understand that I may request detailed information concerning the results of these inquiries.

I have no criminal, social, or medical history that would adversely affect my capacity to work with children or adults.

I have not had child protective services involvement resulting in a substantiation of child abuse or serious neglect.

I have never abused or neglected a child nor have I been a respondent in a juvenile court proceeding that resulted in the removal of a child, nor have I had child protective services involvement that resulted in the removal of a child.

I have never abused, neglected, or exploited a disabled adult.

I have never been a domestic violence perpetrator.

I understand that if hired all employees of Sipe’s Orchard Home are employees at will and, as such, are free to resign at any time without reason. Sipe’s Orchard Home, likewise, retains the right to terminate an employee’s employment at any time with or without reason or notice. Nothing contained in this application guarantees a job with Sipe’s Orchard Home. Neither this or any other company documents provided to an employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an applicant/employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Applicant’s Signature	Date
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