

**BETHEL HOME & SERVICES, INC.**  
**614 South Rock Avenue**  
**Viroqua, WI 54665**  
**(608) 637-2171**  
**Fax (608) 637-8303**

***PLEASE READ BEFORE COMPLETING THE APPLICATION***  
**EQUAL OPPORTUNITY POLICY**

Bethel Home & Services, Inc. provides employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status or disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, this organization intends to comply fully with all federal and state laws, and the information requested on this application will not be used for any purpose prohibited by law.

**DISABILITY ACCOMMODATIONS**

Applicants may request any needed accommodations to help them fill out this application.

**When filling out the application:**

- You must complete the entire application. Please do not say "see attached resume". Incomplete applications may not be considered for a position. If you do not know the information requested, then fill in the blank with "not known".
- Any false statements on the application will result in rejection of the application, or in immediate dismissal if found out during the course of employment.
- You must initial each of the statements on the back of the application and sign and date the application.
- You must sign the back of the application acknowledging and consenting to have us perform a criminal record check should you receive an employment offer. Checks will only be made after an offer for employment has been accepted. However, all offers will be contingent on your having no conviction records that substantially relate to the nursing home / home care / group home / adult daycare / respite position.
- If you are applying for a Home Care position, please understand that as positions become available in your location, prospective providers are contacted for an interview. Home Care duties may vary to meet the daily living needs of the client, such as light housekeeping, meal preparations, laundry, shopping, errands, transporting, etc. Some clients also require Personal Care on a regular basis. We attempt to match clients and providers according to your availability and skills. The Personal Care program requires that a provider have the appropriate training such as Personal Care Aide, Certified Nursing Assistant or six months experience with similar clients.

Thank you for inquiring about employment with Bethel Home & Services, Inc.. Please thoroughly complete the application materials and return them at your earliest convenience. If you have any questions or need any assistance with this application, please contact the Human Resource Department at (608) 637-2171.

***PLEASE RETURN ALL OF THE APPLICATION MATERIALS TO THE ADDRESS ABOVE.***

Position Applied For:			
What prompted you to apply at Bethel Home and Services, Inc.?			
Ad/Paper/Journal - Name:	Referral (specify):	Career Fair:	Other:
Last Name	First Name	Middle Initial	
Address	City	State, Zip	
Telephone Number (days)	(evenings)	Social Security #	

Are you available to work:	Full Time	Part Time	On Call	Shift Work	Temporary
What shift are you available:	Day	P.M.	Night		
Have you ever been employed by us before? If yes, when?	Yes	No			
Are you legally eligible for employment in the United States <i>(Proof of citizenship or immigration status will be required upon employment)</i>	Yes	No			
<i>In compliance with Federal regulations 42 CFR 483.13 (c)(1)(ii) and State statute (s.111.335(1)(c)(1) Have you ever been convicted of abusing, neglecting or mistreating individuals?</i>	Yes	No			
Do you have pending charges or have you been convicted of a crime substantially related to the position for which you are applying? If yes, please explain: <i>(A criminal record does not necessarily disqualify an applicant from employment.)</i>	Yes	No			

EDUCATION	Name & Address of School	Course of Study	No. of years	Degree or Diploma
High School				
College				
Other				

**LICENSURE/CERTIFICATION/REGISTRATION** (Please include CPR Certification here.)

Type of License/Certification	Registration #	Certificate Attached
		Yes No
		Yes No

## Additional Information

What makes you a great candidate?

(Summarize special job-related skills & qualifications acquired from employment or other experiences.)

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## Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	<u>Dates Employed</u> From _____ To _____	<u>Work Performed</u>
Address		
Telephone Number(s)	<u>Hourly Rate/Salary</u> Starting _____ Final _____	
Job Title	Supervisor	<u>May We Contact?</u> Yes _____ No _____
Reason for leaving	Your Name Then, If Different	

Employer	<u>Dates Employed</u> From _____ To _____	<u>Work Performed</u>
Address		
Telephone Number(s)	<u>Hourly Rate/Salary</u> Starting _____ Final _____	
Job Title	Supervisor	<u>May We Contact?</u> Yes _____ No _____
Reason for leaving	Your Name Then, If Different	

Employer	<u>Dates Employed</u> From _____ To _____	<u>Work Performed</u>
Address		
Telephone Number(s)	<u>Hourly Rate/Salary</u> Starting _____ Final _____	
Job Title	Supervisor	<u>May We Contact?</u> Yes _____ No _____
Reason for leaving	Your Name Then, If Different	

If you need additional space, please continue on a separate sheet of paper.

## PERSONAL REFERENCES

1.	_____	Daytime Phone # _____
	(Name)	
	_____	
	(Address)	
2.	_____	Daytime Phone # _____
	(Name)	
	_____	
	(Address)	
3.	_____	Daytime Phone # _____
	(Name)	
	_____	
	(Address)	

**Please read the following statements carefully before you sign your name.**

"I HEREBY CERTIFY that the answers given by me to the above questions and statements are true and correct and hereby authorize you to contact references, past or present employers, persons, schools, law enforcement agencies, and any other sources of information that may be relevant to my application for employment. I release all past/present employers or other contacts from liability in providing a reference.

*I have read and agree to the above statement. (please initial here) \_\_\_\_\_*

It is understood and agreed that any misrepresentation, false statement or omissions by me in this application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to this facility. I further agree to any medical examination (paid for by Bethel Home and Services) required by Bethel Home and Services upon an offer of employment and understand employment is contingent upon successful completion of the examination.

*I have read and agree to the above statement. (please initial here) \_\_\_\_\_*

I further understand that no representative of the facility has the authority to enter into any agreement for employment for any specified period of time and that nothing contained in this employment application or in the granting of an interview or in any policies, procedures, or handbooks that I might receive, is intended to create a contract between Bethel Home & Services and myself. I understand that if hired, Bethel Home & Services has the right to terminate our relationship for any non-discriminatory reason at any time. I also have the right to terminate our relationship for any reason at any time.

*I have read and agree to the above statement. (please initial here) \_\_\_\_\_*

Bethel Home & Services, Inc. as your employer, is prohibited from employing individuals convicted of crimes or has pending charges substantially related to the position being hired for.

The Background Disclosure Form information will not be used to make hiring decisions unless the information requested is related to the applicant's criminal history and substantially related to the applicant's employment. If the applicant knowingly gives false information on or knowingly omits information from this form, their employment may be terminated. This information is collected only because it is required by the state. A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the position for which application is being made.

**I have read, had my questions answered, and fully understand the above information, and I give Bethel Home & Services, Inc. permission to request and obtain information relating to my criminal record and references.**

\_\_\_\_\_  
Signature of Applicant Date

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***For office use only:***

Position requested: \_\_\_\_\_

Date application received: \_\_\_\_\_