



Instructions for submitting a job application via *Delmar Gardens.com*

1. Open the Application PDF
2. Fill out the required form fields on pages 1-7 of the application PDF
3. Save the application PDF to your computer
4. Fill in the name and contact info sections of the Submission Form on the website and attach your completed application PDF
5. If you have a resume, please upload it along with your application PDF
6. Submit all your information by clicking "Submit Application"
7. If your information was successfully submitted, you will be redirected to a submission confirmation page
8. For any questions or issues related to job submission, please contact 636-733-7000 and ask for Human Resources

For application questions or assistance, please call 636-733-7000.

The Delmar Gardens Family is an Affirmative Action, Equal Opportunity Employer Female, Minority, Disabled, Veteran.



Application for Employment

Facility _____ Date _____

Last Name _____ First Name _____ Middle Initial _____

Street Address _____ Apt Number _____

City _____ State _____ Zip Code _____

Social Security Number _____

Home Phone _____ Cell Phone _____

Alternate number _____

Position applied for _____

Salary Expected _____

Status you are seeking: Full time Part time PRN Temporary

Shift you are seeking: Days Evenings Nights No Preference

Have you ever been employed by any Delmar Gardens facility? Yes No

If you have, please indicate the location, dates of employment and position held

Please indicate any friends or family who work for the Delmar Gardens Family



Are you currently employed? Yes No May we contact this employer? Yes No

Are you currently on lay-off status? Yes No

May we contact previous employers? Yes No

Please indicate any employers you do not wish us to contact

If hired, on what date would you be available to begin working _____

Are you able to perform the functions of the job(s) for which you have applied with or without reasonable accommodation? Yes No

Are you prevented from lawfully being employed in this country because of Visa or Immigration Status?
Yes No

Proof of citizenship or immigration status will be required upon employment.

If you are under 18 years of age, can you provide required proof of eligibility to work? Yes No

Have you ever been convicted of or pled guilty or nolo contendere to a felony or misdemeanor? Yes No

If yes, please explain

A conviction will not necessarily disqualify you for employment. Factors such as the date of offense, seriousness and nature of the offense, rehabilitation and the relation of the offense to the job for which you are applying will be taken into account.



Employment Experience

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

Employer _____ Dates employed from _____ to _____

Street Address _____ City _____

State _____ Zip Code _____

Telephone Number _____ Immediate Supervisor _____

Salary at time of hire _____

Salary upon leaving the company or current salary if still there _____

Please describe the work you performed at this company:

Reason for leaving:

Employer _____ Dates employed from _____ to _____

Street Address _____ City _____

State _____ Zip Code _____

Telephone Number _____ Immediate Supervisor _____

Salary at time of hire _____

Salary upon leaving the company or current salary if still there _____

Please describe the work you performed at this company:

Reason for leaving:



Employer _____ Dates employed from _____ to _____

Street Address _____ City _____

State _____ Zip Code _____

Telephone Number _____ Immediate Supervisor _____

Salary at time of hire _____

Salary upon leaving the company or current salary if still there _____

Please describe the work you performed at this company:

Reason for leaving:

Employer _____ Dates employed from _____ to _____

Street Address _____ City _____

State _____ Zip Code _____

Telephone Number _____ Immediate Supervisor _____

Salary at time of hire _____

Salary upon leaving the company or current salary if still there _____

Please describe the work you performed at this company:

Reason for leaving:

Education and Training

	Elementary	High School	College	Graduate School
School Name				
City/State				
Years Completed				

List diplomas or degrees _____

Describe any specialized training, apprenticeship, skills and qualifications that you would like us to consider in reviewing your application for employment

Describe any honors or awards you have received that you would like to share

If you are applying for a licensed, registered or certified position, you must have valid credentials for this state. Please indicate your current license or certification number _____

If your credentials are from another state, have you taken steps to be credentialed in this state? _____

If so, what is the status

Please describe any job-related training you may have received in the United States military

Please describe any volunteer work you have done that you would like us to consider while reviewing your application for employment

References

Give the name, address and telephone of three references who are not related to you; i.e., previous employers/supervisors, teachers/instructors, military personnel or clergy.

1.

2.

3.

How did you learn about us?

Newspaper Name _____

Website _____

Online recruitment site, name _____

Agency, name _____

Friend _____

Other _____

Disclaimer of Liabilities

1. If I am offered employment, I understand that I may be required to take a post-offer medical examination before beginning work, in which case Delmar Gardens' offer of employment will be conditioned upon my satisfactory completion of this examination. When a post-offer medical examination is required, it will be required of all entering employees in the same job category, and the information obtained in the course of the examination will be treated as a confidential medical record. I understand that I may be required to take a pre-employment drug test and understand that any offer of employment by Delmar Gardens will also depend on my satisfactory completion of this test. I consent to taking a pre-employment drug test if asked.
2. If I am offered employment that requires driving as an essential function, I understand that the offer may be subject to proof of a good driving record and my ability to comply with all driving laws.
3. The information contained in this application is true to the best of my knowledge and belief. I understand that any misrepresentation of fact, as stated or implied, given in my application, interview(s) or any other employment form, may be sufficient reason not to hire me and may be reason for dismissal.
4. I understand and agree that all information furnished in this application will be verified by Delmar Gardens or its authorized representative. I waive any right I may have to notice from any individuals and organizations named or referred to by me in this application prior to the release of any employment information to Delmar Gardens. I authorize all individuals in organizations named or referred to in this application and any law enforcement organization to give Delmar Gardens all information relative to such verification and release such individuals, organizations and Delmar Gardens from any and all liability for any claim or damage resulting therefrom.
5. I understand that, if hired, I am required to abide by all rules and regulations of Delmar Gardens and to comply with all policies and procedures in an employee handbook, any policy and procedure manual or other communications to employees including but not limited to safety rules. I further understand that Delmar Gardens' policies and procedures are subject to modification without notice.
6. I understand that Delmar Gardens is not obligated to provide employment and that I am not obligated to accept employment. Nothing in this application, or in any prior or subsequent oral or written statement, is intended to create any contract of employment or to create any rights in the nature of a contract of employment. I understand that, if I am hired, nothing in this application shall restrict the right of Delmar Gardens to terminate my employment at any time.

I hereby acknowledge that I have read and understand the above statements.

*Signature of Applicant

Date

*The Applicant hereby acknowledges awareness that the above is their electronic signature which is the legally binding equivalent to a handwritten signature.

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Administration

Applicant Name _____

Interviewed by _____ Date

Remarks

Status: Process for hire _____ File _____ Send to another DG facility

Position offered _____ FT _____ PT _____ PRN _____ Shift

Wages offered: Exempt _____ annually Hourly Paid _____/hour Per Visit

Authorized by _____ Date

Human Resources Department

License or certification verified by _____ Date

State or EDL verification _____ Date

References completed by _____ Date

Date criminal check sent _____ Date returned _____ If record is not clear, approval must be given by the President/CEO or Human Resource Director to continue. Approval to hire given by

Pre-placement physical date _____ Clear Physical ____ Yes ____ No Orientation/Start Date