**SUNNYCREST VILLAGE APPLICATION FOR EMPLOYMENT**

Application photocopies are acceptable unless otherwise indicated. Send completed application to the address or email listed on the job announcement.

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| **Sunnycrest Village, Sioux Falls, SD Equal opportunity employer www.sunnycrestvillage.com** | |
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| **Position applying for:** | |
| **Referred by (if applicable):** | |

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| --- | --- |
| Last Name/First & Middle Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mailing Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (Box #, Street, Apt., City, State, Zip) | |
| Current Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_ |
| (Box #, Street, Apt., City, State, Zip) | |
| Email Address: |  |
| Are you legally authorized to work in the United States? Yes No  Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)? Yes No Have you ever been convicted of or pled guilty or nolo contendere/no contest to any felony? Yes No | |
| If yes, please explain: |  |
| **Note:** A conviction will not automatically disqualify an applicant. The employer will consider the type and seriousness of the crime, the frequency of violations, the applicant’s age at the time of conviction, and the date of conviction or time elapsed since the conviction or completion of any jail sentence in addition to other job-related criteria.  Have you ever been employed by Sunnycrest Village? Yes No | |

**Please check either yes (Y) or no (N) for each question:**

Are you under 18? Yes No

Do you have a valid driver’s license? Yes No

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| --- | --- |
| Driver’s license number: |  |
| Earliest date you can begin employment: |  |

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| May we contact your current employer regarding your qualifications prior to making an offer of employment to you? Yes  **REFERENCES – PLEASE INCLUDE NAME, ADDRESS, AND TELEPHONE NUMBER:** |
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|  |

# EDUCATION

Check the last year of education completed: (For high school diploma or GED, check ’12.)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 plus

Do you possess a high school diploma or GED? Yes No

Name & Address of Post-Secondary School Dates Attended to Major Minor Did you graduate? Yes No Type of degree:

|  |
| --- |
| List all relevant licenses, certificates, or registrations you possess (include expiration date, license number, and issuing state). Also, identify any other educational experiences that may be relevant to the position for which you are applying. |
| Duty/Specialized Military Training: |

# SECTION 3 – WORK HISTORY

* If all requested information is included on an attached resume, you do not need to complete this section.

Begin with your current or most recent position and work backwards; attach additional pages if necessary. DO NOT skip any employment.

* Include all paid experience; you may include non-paid experience if you believe it may be pertinent to this position.
* Include military and volunteer experience.

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| Job Title Dates: From To Employer City/State | | |  |
|  |
| Supervisor’s Name/Title Phone |  | | |
| Reason for Leaving Final Salary  Duties performed and knowledge or skills gained from this experience | |  | |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title Dates: From To Employer City/State | | |  |
|  |
| Supervisor’s Name/Title Phone |  | | |
| Reason for Leaving Final Salary  Duties performed and knowledge or skills gained from this experience | |  | |
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# If applicable complete this section.

**Equipment** (check level of skill)**: Office** (check level of skill)**:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Some experience | | | Skilled | | | Maintain/ Repair | | | Some experience | | | Skilled | | |
| Driving 14 passenger van |  |  | |  |  | |  |  | Computers |  |  | |  |  |
| Operating riding lawn mower |  |  | |  |  | |  |  | Electronic acctg. program |  |  | |  |  |
| Using Commercial Vacuum |  |  | |  |  | |  |  | Handling Money |  |  | |  |  |
| Using Commercial Carpet Cleaner |  |  | |  |  | |  |  | Microsoft Office Program |  |  | |  |  |
| Using Commercial Floor Stripper |  |  | |  |  | |  |  | Email Account |  |  | |  |  |
|  |  |  | |  |  | |  |  | Multi-line/ext. phone system | | | | | |
| List Other: |  |  | |  |  | |  |  | List Other: | | | | | |

**By submitting this application, you are certifying that the information is true, correct, and complete to the best of your knowledge and belief. And you also understand that any untrue representations on an application or in the application process may result in termination of process and if employed, employment.**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**