



RESPECT

COMMITMENT

QUALITY

SERVICE

239 Legris Avenue West Warwick, RI 02893 (401) 828-9000
www.westviewnursing.com

An Equal Opportunity Employer

Employment Application

Name: _____ Date: _____

Street Address: _____

City/Town: _____ State: _____ Zip: _____

Telephone: _____ Cell Phone: _____ Email: _____

Position(s) you are applying for: _____

Availability (check all that apply):
Full Time: ____ Part-Time: ____
Weekends: ____ Days: ____
Evenings: ____ Nights: ____
Other (specify): _____

On what date will you be available to start work? _____

PERSONAL DATA

Have you ever been employed by West View Nursing & Rehabilitation Center? Yes ____ No ____

If yes, what dates did you work? From _____ Job title(s)? _____
To _____

In what Department did you work? _____

No applicant for employment with the West View Nursing & Rehabilitation Center shall be subjected to discrimination because of race, color, sex, national origin, religion, disability, age, reprisal for engaging in anti-discrimination activities, protected genetic information, sexual orientation or parental status in accordance with applicable laws and regulations.

EMPLOYMENT HISTORY - Start with your most current work experience.

Employer:	
Employer Address:	
Employment Dates:	Title:
Salary:	Reason for Leaving:
May we contact this employer (circle or check one) Yes___ No___	

Employer:	
Employer Address:	
Employment Dates:	Title:
Salary:	Reason for Leaving:
May we contact this employer (circle or check one) Yes___ No___	

Employer:	
Employer Address:	
Employment Dates:	Title:
Salary:	Reason for Leaving:
May we contact this employer (circle or check one) Yes___ No___	

EDUCATION

	Name & Address of School	Course of Study/Major	Diploma/Degree Awarded
High School			
Undergraduate College			
Graduate Professional			
Other (specify)			

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LICENSES & CERTIFICATIONS - Please list any licenses and/or certifications you possess that would be relevant to the position(s) you are applying for.

License/Certification Name	Issuing Organization	License/Certification Number	License/Certification Expiration Date

REFERENCES - These should be persons other than relatives that are qualified to answer questions concerning your fitness for the position you seek. Current and former supervisors are recommended.

Name	Title/Relationship	Company Name	Phone Number

APPLICANT STATEMENT

I certify that the answers and information I have provided herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

The applicant understands that this document does not constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge at any time of my employment. I also understand that I am required to abide by all rules and regulations of West View Nursing & Rehabilitation Center.

Signature of Applicant _____

Date: _____

Applicant Name (printed): _____

APPLICANT: DO NOT WRITE BELOW THIS LINE

Department Head Signature: _____

Date: _____

Starting Date: _____ Position: _____

Hourly/Salary: _____

Shift/Hours: _____

Notes: _____

Pre-Offer Invitation to Self-Identify

Name: _____

Position Applying For: _____

Date: _____

West View Nursing and Rehabilitation Center is a Federal contractor and an **Equal Opportunity Employer**. West View is subject to Executive Order 11246, which requires government contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment. In addition, we are subject to Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment protected veterans. In order to comply with these laws, West View invites applicants to voluntarily self-identify their gender, race/ethnicity and protected veteran status. West View does not discriminate on the basis of race, religion, color, sex, age, protected veteran status, non-disqualifying physical or mental disability, national origin, genetic information, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Submission of this information is **voluntary** and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Check one of the following:

- Male
- Female
- I choose not to self-identify

Check one of the following race/ethnic groups defined on the following page:

- Hispanic or Latino
- White (Not Hispanic or Latino)
- Black or African American (Not Hispanic or Latino)
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- American Indian or Alaska Native (Not Hispanic or Latino)
- Two or More Races (Not Hispanic or Latino)
- I choose not to self-identify

Check one of the following:

- I identify as one or more of the classifications of protected veterans as defined on the following page
- I am not a protected veteran.
- I choose not to self-identify

Personal and Confidential

This page contains sensitive information, store in secure "Affirmative Action Forms" files, separately from personnel records.

Ethnicity and Race Definitions

- **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- **Two or More Races (Not Hispanic or Latino)** – A person who identifies with more than one of the above five races.

Protected Veteran Definitions

- **Disabled Veteran** - one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; **or**
 - a person who was discharged or released from active duty because of a service-connected disability.
- **Recently Separated Veteran** - any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- **Active Duty Wartime or Campaign Badge Veteran** - a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- **Armed forces service medal veteran** - a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.