

Please Return application to:

Tea HRC  
PO Box 753  
Tea, SD 57064

# Morgan Lane Village

540 Morgan Lane  
Tea, South Dakota 57064

## Employment Application

PRINT ONLY-No Handwriting (except for signature)

Note: We are an At-Will Employer

Position Applied for: \_\_\_\_\_

Desired Pay Range: \_\_\_\_\_

How many Hours can work a week? \_\_\_\_\_

Full Time  Part Time  Other

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last \_\_\_\_\_

Have you used any other name? If so, please specify \_\_\_\_\_ Social Security Number \_\_\_\_\_

Street Address: \_\_\_\_\_  
Number/Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Number/Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Have you ever had your driver's license suspended or revoked? Yes  No

Telephone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Are you over 18 years of age? Yes  No

Check which days you are available to work:

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Are you willing to work overtime? Yes  No  Are you willing to rotate shifts, weekends and holidays? Yes  No

**Day Shifts:**

**PM Shifts:**

**Night Shifts:**

**Other**

7:00 AM TO 3:30 PM  3:00 PM TO 11:30 PM  11:00 PM TO 7:30 AM  \_\_\_\_\_

Are there any regular days, hours, or shifts you are not available to work? If so, please list: \_\_\_\_\_

Have you ever been convicted of a crime? Yes  (If yes, please explain) \_\_\_\_\_ No

Can you, after employment, submit verification of legal right to work in U.S.? Yes  No

Do you qualify for any tax credit benefit program you would like us to consider as a hiring incentive? Yes  No

Currently, there are employment tax benefit programs for people who have low incomes, are veterans, or have various disadvantages. These programs are designed to help them get jobs by enticing employers with tax benefits. If you think you qualify for one of these programs, and have not applied, but are willing to apply check here:

May we contact your present employer? Yes  No

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**WORK EXPERIENCE-** Please list the jobs held in the last 7 years, with the most recent first. Use extra paper, if needed.

<b>Name of Employer:</b>  <b>Phone:</b>	<b>Address:</b>  	<b>Dates Worked:</b> From: To:	<b>Supervisor:</b>  
<b>Job Title and Type of Work:</b>		<b>Reason for Leaving:</b>	
<b>List general duties performed:</b>			

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**DO YOU HAVE ANY OTHER JOB EXPERIENCE THAT WOULD HELP YOU WITH THE JOB YOU ARE APPLYING FOR? IF YES, PLEASE EXPLAIN:**

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**PLEASE LIST THREE REFERENCES (other than relatives or previous employers)**

<b>Name:</b>	<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>	<b>Address:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Years Known:</b>	<b>Years Known:</b>	<b>Years Known:</b>

**EDUCATIONAL BACKGROUND**

High School:	College:	Other Training Programs:
Highest Grade Completed:	Highest Grade Completed:	
Special Classes:	Special Classes:	
	Degrees:	

**LIST ALL ABILITIES AND SKILLS YOU HAVE:**

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**PLEASE EXPLAIN WHY YOU THINK YOU WOULD BE GOOD AT THE JOB YOU ARE APPLYING FOR:**

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### APPLICATION ACKNOWLEDGEMENTS

Please read carefully, ask questions about anything you don't understand	Yes	No
<b>At-Will Employment</b> This company maintains an At-Will Employment arrangement with all employees. I understand that if hired, the employment will not be permanent; instead the employment will be At-Will meaning that either party may terminate this agreement at any time, with or without cause, at-will.		
<b>Dependent Care</b> If hired, I understand due to the nature of the business, (taking care of dependent people) <u>I will have dependent people, and my co-workers relying on me to come to work when scheduled and on time,</u> unless I am prevented to so because of illness or emergency. In the event I am not able to come to work, I will immediately call in to work, so that proper staff coverage can be arranged. I further understand that although this employment relationship is At-Will that I am not allowed to walk off my job, and leave the residents unsupervised at anytime.		
<b>Physical and Mental Ability</b> I understand that due to the nature of the business; (taking care of dependent people) I must always have the physical and mental ability to do the job. If I am disabled, or become disabled, I understand that I can request the company to make reasonable accommodations to assist me, however, the company may refuse if it compromises resident care, or causes an undue hardship on the company.		
<b>Criminal Behavior</b> I understand that in order to work in this type of business I must have satisfactory criminal record. If hired, I understand that a background check will be conducted.		
<b>Drug and Alcohol Policy</b> I understand that prior to my acceptance of employment, and if hired, during my employment, I may be tested for the use of illegal drugs, and if found positive for use, my relationship with this company will be immediately terminated. I further understand that if hired, and I am found under the influence of drugs or alcohol while at work I will be immediately terminated.		
<b>Non-Discrimination Policy</b> I understand this company does not discriminate against applicants because of race, age, color, religion, gender, disability, military status or sexual preference, and that hiring is based on qualifications, personal characteristics, background check and interview.		
<b>Information Verification</b> I hereby give my permission for Morgan Lane Village to contact the previous employers, schools, and other contact the previous employers, schools and other contacts I have listed hereby release this company, and listed contacts from any liability arising from such communication of information. I understand that any falsification of this information is just cause to refuse hiring, and falsifications discovered later, if hired, will be grounds for immediate termination.		
<b>Applicant's Signature:</b>	<b>Date:</b>	

**THANK YOU FOR YOUR INTEREST IN MORGAN LANE VILLAGE!**

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