

# SHELL POINT

Retirement Community

Date: \_\_\_\_\_

Human Resources • 15081 Shell Point Marina Drive, Suite 220 • Fort Myers, FL 33908  
Phone: (239) 454-2162 • Fax: (239) 454-2245 • 24-Hour Jobline: (239) 454-2262 • Website: www.shellpoint.org

## APPLICATION FOR EMPLOYMENT

Please print and answer all questions. Resumes are not accepted in lieu of completion of this application. If you need assistance in completing this application, please notify a member of the Human Resources department.

### PERSONAL INFORMATION:

Name: \_\_\_\_\_  
*Last First Middle*

Address: \_\_\_\_\_  
*Street City State Zip*

*Home Phone*

*Cell Phone*

*E-Mail Address*

1. Are you 18 years of age or older?  Yes  No

2. Do you have a legal right to work in the United States?  
(If hired, you will be required to provide proof of identity and employment eligibility)  Yes  No

3. Have you ever been employed by Shell Point before?  Yes  No

If yes, give dates and position held: \_\_\_\_\_

4. Do you have any relatives currently working for Shell Point?  Yes  No

If yes, please list: \_\_\_\_\_

5. Have you ever been terminated or forced to resign from any employment?  Yes  No

If yes, please explain: \_\_\_\_\_

6. Have you ever been convicted of, had adjudication withheld, pled nolo contendere, or pled guilty to a misdemeanor or felony criminal offense?  Yes  No

(Falsification or omission of this or any other information on this application is grounds for immediate termination. A conviction does not necessarily disqualify you from employment. The nature of the conviction, how long ago, and the position for which you are applying are important.)

If yes, please explain fully: \_\_\_\_\_

### JOB INTEREST:

Position Desired: \_\_\_\_\_

Date Available: \_\_\_\_\_ Salary Requirement: \$ \_\_\_\_\_ per \_\_\_\_\_

Will you accept: Temporary or seasonal work?  Yes  No

Full-time work?  Yes  No

Part-time work?  Yes  No

Other: \_\_\_\_\_  Yes  No

Specify any days or hours NOT available for work: \_\_\_\_\_

How did you learn about this opening?

News-Press  Website  Employee (please name): \_\_\_\_\_

Other (please specify): \_\_\_\_\_

## EDUCATIONAL HISTORY AND TRAINING

**A.** List schools attended, starting with the MOST RECENT. **B.** Indicate if graduated (Yes/No). **C.** Indicate degree, diploma, or certificate earned, if any. **D.** Indicate field of study, if applicable.

A. School / Location	B. Graduate? Y/N	C. Degree, Diploma, or Certificate	D. Field of study
1.			
2.			
3.			

## PROFESSIONAL CERTIFICATES AND LICENSES:

Type of Certificate or License	Certificate / License Number	Issued By What State?	Expiration Date

Have you ever had, or do you currently have pending, any disciplinary action, suspension, or revocation taken by any licensing body or authority?  Yes  No

If yes, please explain fully: \_\_\_\_\_

## EXPERIENCE:

Beginning with the most recent, list in the following boxes your present and past employment. All spaces MUST be completed. A resume may be used to supplement, but not substitute for, employment information.

Employer Name / Address	Employment Dates Month / Year From: _____ / _____ To: _____ / _____	Your Job Title	Wage \$ _____ per _____	Telephone ( ) _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____ _____ _____		_____ _____		

Job Duties: \_\_\_\_\_

Reason for leaving (if you quit, indicate why. If you were terminated, indicate the reasons you were given)

Please explain any period of unemployment between this job and the previous. Include time spent in school, other work (paid or unpaid), move to new location, etc. \_\_\_\_\_

**EXPERIENCE (continued):**

Employer Name / Address	Employment Dates Month / Year	Your Job Title	Wage	Telephone
_____	From: _____ / _____	_____	\$ _____ per _____	( ) _____
_____	To: _____ / _____	_____	_____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Duties: _____				
Reason for leaving (if you quit, indicate why. If you were terminated, indicate the reasons you were given)				
_____				
Please explain any period of unemployment between this job and the previous. Include time spent in school, other work (paid or unpaid), move to new location, etc. _____				
_____				

Employer Name / Address	Employment Dates Month / Year	Your Job Title	Wage	Telephone
_____	From: _____ / _____	_____	\$ _____ per _____	( ) _____
_____	To: _____ / _____	_____	_____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Duties: _____				
Reason for leaving (if you quit, indicate why. If you were terminated, indicate the reasons you were given)				
_____				
Please explain any period of unemployment between this job and the previous. Include time spent in school, other work (paid or unpaid), move to new location, etc. _____				
_____				

Employer Name / Address	Employment Dates Month / Year	Your Job Title	Wage	Telephone
_____	From: _____ / _____	_____	\$ _____ per _____	( ) _____
_____	To: _____ / _____	_____	_____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Duties: _____				
Reason for leaving (if you quit, indicate why. If you were terminated, indicate the reasons you were given)				
_____				
Please explain any period of unemployment between this job and the previous. Include time spent in school, other work (paid or unpaid), move to new location, etc. _____				
_____				

## APPLICANT'S STATEMENT (please read carefully)

I certify that all information on this employment application, related employment papers, and all interviews are true and correct, and that I have not omitted any information for which I have been asked. Any misrepresentation by me will be sufficient for cancellation of this application and/or separation from service if I have been employed by Shell Point.

Initials: \_\_\_\_\_

I understand that just as I am free to resign at any time, Shell Point reserves the right to terminate my employment at any time, with or without cause and without prior notice. I also understand that no representative at Shell Point other than the President in writing, has the authority to enter into any agreement contrary to the foregoing.

Initials: \_\_\_\_\_

I understand that my employment is contingent upon satisfactory results in the screening and background investigation process, which may include a criminal background and/or abuse registry check, verification of my ability to perform the essential functions of the position for which I've applied, and references from previous employers.

Initials: \_\_\_\_\_

I authorize Shell Point to investigate all references and to secure additional information about me, if job related. I hereby release from liability Shell Point and its representatives for seeking such information and all other persons or corporations for furnishing such information. I hereby waive any rights or claims I may have whether presently fully developed or not, against Shell Point, or its agent's employers arising out of the release - authorized or unauthorized - of any information received pursuant to or in connection with the handling, processing, investigation of my application for employment. I authorize the release of any employment information about me to future employers.

Initials: \_\_\_\_\_

If hired, I agree to conform to the policies and procedures of Shell Point and that the contents of the employee handbook or personnel manuals, as well as the policies and practices, are subject to change or modification by Shell Point, solely at its discretion without notice. I understand and agree that it is my responsibility to be aware of any such changes or modifications.

Initials: \_\_\_\_\_

I understand that Shell Point is a drug-free workplace and that it may require individuals who complete the initial employment screening process to submit to a drug-screening program, which may include the taking of urine and/or blood samples, and reserves the right to require that all employees submit to drug and alcohol testing during the course of their employment. I agree to consent to any applicable drug or physical examination and other employment-related tests and further agree to hold Shell Point harmless for any claims resulting from such screening and testing for drug and/or alcohol use.

Initials: \_\_\_\_\_

I understand that Shell Point is an Equal Opportunity Employer and does not discriminate in employment regardless of race, color, sex, religion, national origin, age, handicap, disability, marital status, or any other classification protected by law and that no question on this application is used for that purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by State or Federal law. I acknowledge and agree that if at any time I am subjected to any type of discrimination or harassment, I will contact my department supervisor or the Director of Human Resources immediately to obtain assistance in the resolution of such matters.

Initials: \_\_\_\_\_

I hereby represent and warrant that I have read and fully understand the foregoing, and seek employment understanding these conditions and of my own free will and in accordance with my own judgement.

Initials: \_\_\_\_\_

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

### *THIS SECTION TO BE COMPLETED BY HUMAN RESOURCES STAFF ONLY*

- |  |  |
|--|--|
| <input type="checkbox"/> Application not complete - Not considered | <input type="checkbox"/> Interviewed, another candidate chosen |
| <input type="checkbox"/> No applicable vacancies at this time      | <input type="checkbox"/> Other: _____                          |
| <input type="checkbox"/> Interview process closed                  |  |
| <input type="checkbox"/> Hold for future consideration: _____      |  |

Application re-activated \_\_\_\_/\_\_\_\_/\_\_\_\_ for \_\_\_\_\_ position.

Human Resources comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_