



Thank you for your interest in joining the team at Wesleyan Homes, Inc., d/b/a The Wesleyan.

We believe that every individual makes a difference, and we are excited about the possibility of welcoming someone like you to our community. Your application is a crucial step towards becoming a part of a team where your contributions truly matter.

Please complete the attached application and authorization for release of information forms. Ensure that all information is printed clearly and that each section is fully completed and signed. Use "N/A" for any sections that do not apply to you.

Incomplete applications will not be considered.

Please note the following:

- Your application will remain in our active files for a period of six months. Should an appropriate opening occur, your application will be reviewed along with others. If you are among the most qualified applicants for a position, an interview will be arranged.
- It is the policy of The Wesleyan to employ qualified applicants without regard to race, color, religion, national origin, sex, age, disability or medical condition. Completion of the EEO Data Sheet is important and the information received is for record keeping purposes only.
- The Wesleyan completes background checks on all new hires and again annually for all teammates without regard to position held. Additionally, and based on the nature of the business we do, state law requires that we check the Employee Misconduct Registry maintained by the Texas Department of Aging and Disability Services. We cannot employ persons listed on this registry.
- The Wesleyan complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Human Resources by email at recruiting@wesleyanhomes.org.



Wesleyan Homes, Inc.

A Senior Living and Healthcare Non-Profit Organization

Wesleyan Independent Living | 210 White Heron Drive, Georgetown, TX 78628 | 512.863.2528

Wesleyan Assisted Living | 109 Estrella Crossing, Georgetown, TX 78628 | 512.863.2528

Wesleyan Skilled Nursing & Rehabilitation | 4011 Williams Dr. Georgetown, TX 78628 | 512.868.2700

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name: _____ Date: _____

Other names used (i.e. maiden name): _____

Address: _____

E-mail address: _____

Home phone: _____ Mobile phone: _____

Position for which you are applying: _____

Please select the community program you prefer to work within:

Independent Living Assisted Living Skilled Nursing and Rehab

Are you authorized to work in the U.S.?

Yes No

Are you at least 18 years or older?

(If no, you may be required to provide authorization to work)

Yes No

REFERRAL SOURCE

How did you hear about us?

Walk-In Advertisement Social Media Referral

Other: _____

If referred by a current employee, please give name: _____

Have you worked at The Wesleyan previously?

Yes No Dates: _____

EMPLOYMENT APPLICATION

EDUCATION

Name and location of school _____ Circle year completed _____ Did you graduate? _____
High school: _____ 1 2 3 4 Yes No
College: _____ 1 2 3 4 Yes No
Trade, business or vocational: _____ 1 2 3 4 Yes No

Subject studied and degree received: _____

U.S. Veteran? Yes No Dates of service: _____

Nature of duty or training: _____

Other job-related skills: _____

Professional license and/or certifications (include #): _____

	Position	Shift	Desired pay rate
1st choice	_____	_____	_____
2nd choice	_____	_____	_____
3rd choice	_____	_____	_____

Date available to begin work: _____ Full time Part time

Are you willing and available to work?

Weekends? Yes No

Holidays? Yes No

Rotating shifts? Yes No

Indicate shift preference: Day Evening Night

What are your reasons or goals for seeking the position(s) you have indicated?

Would you be willing to work on an "as needed, on call" basis before being considered for a full-time position? Yes No

Can you meet the regular attendance requirements? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

EMPLOYMENT RECORD

Are you currently employed? Yes No

We routinely contact an applicant's current employer for verification of employment. Would this pose any particular difficulty for you? Yes No

If yes, please explain: _____

LIST PREVIOUS EMPLOYMENT INFORMATION

Current or last employer

Company: _____ Phone: _____

City: _____ State: _____ Dates of employment: _____ to _____

Position: _____ Supervisor: _____

Duties: _____

Reason for leaving: _____

Next Previous Employer

Name: _____ Phone: _____

City: _____ State: _____ Dates of employment: _____ to _____

Position: _____ Supervisor: _____

Duties: _____

Reason for leaving: _____

Next Previous Employer

Name: _____ Phone: _____

City: _____ State: _____ Dates of employment: _____ to _____

Position: _____ Supervisor: _____

Duties: _____

Reason for leaving: _____

Next Previous Employer

Name: _____ Phone: _____

City: _____ State: _____ Dates of employment: _____ to _____

Position: _____ Supervisor: _____

Duties: _____

Reason for leaving: _____

Next Previous Employer

Name: _____ Phone: _____

City: _____ State: _____ Dates of employment: _____ to _____

Position: _____ Supervisor: _____

Duties: _____

Reason for leaving: _____

Next Previous Employer:

Name: _____ Phone: _____

City: _____ State: _____ Dates of employment: _____ to _____

Position: _____ Supervisor: _____

Duties: _____

Reason for leaving: _____

Please explain all periods of unemployment: _____

Have you ever been terminated from employment? Yes No

If so, please explain: _____

Use this space to give us other information about your personal qualities, work style, interpersonal skills, or communication skills that would assist us in placing you:

REFERENCES

- 1. Name: _____ Occupation: _____
Email: _____
Phone: _____ Years known: _____

- 2. Name: _____ Occupation: _____
Email: _____
Phone: _____ Years known: _____

- 3. Name: _____ Occupation: _____
Email: _____
Phone: _____ Years known: _____

- 4. Name: _____ Occupation: _____
Email: _____
Phone: _____ Years known: _____

I certify that all information given on this application is true, correct and complete. I understand that misrepresentation or omission of facts will be cause for cancellation of my consideration for employment, or dismissal if employed. I authorize any inquiry to be made on any information contained in this application.

If employed by Wesleyan Homes, Inc., I agree to abide by its rules and regulations. I understand that operating conditions may require me to temporarily work shifts other than the one for which I am applying and I agree to such scheduling changes as directed by my supervisor or the program administrator.

I further understand that this is an application for employment and that no employment contract is being offered. I understand that if employed, such employment is at will, for an indefinite period, and subject to change in wages, conditions, benefits and operating policies.

Signature: _____ Date: _____

