



OFFICE USE ONLY

Application Received By: _____ Job Applied For: _____
Forwarded To: _____ Reference #: _____
Date Received: _____

APPLICATION FOR EMPLOYMENT



Virginia Lutheran Homes, Inc. is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability or any other characteristic protected by law.

Please Print Clearly

Personal Information

Name: _____ Last First Middle
Address: _____ Street Apt. # City State Zip
Daytime Telephone #: _____ Email: _____
Evening Telephone #: _____

Position Information

Position Applied: _____ Facility or Location: _____
Acceptable Rate of Pay: _____ Full Time [] OR Part Time: []
Shift Preferred: _____ Other Available Shifts: _____

Emergency Information

Emergency Contact: _____ Relationship: _____
Telephone #: _____

Eligibility Requirements

Are you legally eligible for employment in the United States: YES [] or NO []
Are you 16 years of age or older? YES [] or NO [] If not, can you furnish a work permit? YES [] or NO []
What date will you be available for work: _____

Referral Source

(Please check the appropriate category and name the source.)
[] Walk-in _____
[] Employee Referral _____
[] Newspaper Ad _____
[] Internet _____
[] Company Website _____
[] Other _____
Have you submitted an application here before? [] Yes or [] No
If yes, give date(s) and position(s) _____
Have you ever been employed here before? [] Yes or [] No
If yes, please provide dates _____
Position held _____
Do you currently have any relatives that work for Virginia Lutheran Homes? [] Yes or [] No
If yes, list name & relationship _____

Education

School (Include City & State)	Years Completed	Degree	Major/Minor
1.) HIGH SCHOOL:	1 2 3 4	////////////////	////////////////////////////////////
2.)			
3.)			
4.)			

Licensure, Registration, Certification: (Examples: Teachers Certifications, LPN, RN, CNA, etc.)

Certifications

License, Registration, Certification:	Date Received	Expiration Date	Licensing Agency

Skills & Abilities

Knowledge, Skills, & Abilities

Please list any special knowledge, skills, or abilities that may be relevant to the position that you are seeking such as computer skills, equipment operation, fluency in languages, etc.

Please check any computer skills that may apply. Required skills will vary by position.

Microsoft Word: _____	Adobe Acrobat: _____
Microsoft Excel: _____	Internet Explorer: _____
Microsoft Publisher: _____	Great Plains: _____
Microsoft Outlook: _____	Kronos Timekeeper: _____
Microsoft Powerpoint: _____	Other: _____
Microsoft Access: _____	_____

WORK-RELATED REFERENCES: Name three individuals (not relatives, former employees, or personnel of this facility.)

References

	Name	Occupation	Phone Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

List positions starting with most recent:

Employer: _____ Telephone: _____
Address: _____
Position Title: _____ Supervisor: _____
Start Date: _____ End Date: _____ Salary: _____
Duties: _____
Reason for Leaving: _____

Employment

Employer: _____ Telephone: _____
Address: _____
Position Title: _____ Supervisor: _____
Start Date: _____ End Date: _____ Salary: _____
Duties: _____
Reason for Leaving: _____

Employer: _____ Telephone: _____
Address: _____
Position Title: _____ Supervisor: _____
Start Date: _____ End Date: _____ Salary: _____
Duties: _____
Reason for Leaving: _____

STATEMENT (Please read this statement carefully before signing this application):

I understand that employment with Virginia Lutheran Homes, Inc. is at-will, meaning that I or the Company may terminate my employment at any time, or for any reason consistent with applicable state or federal law.

I authorize Virginia Lutheran Homes to make a thorough pre-employment investigation and release all persons, companies, or corporations, including Brandon Oaks, its employees, and officers and agents, from liability for supplying and receiving information as may be requested. I agree to cooperate with Virginia Lutheran Homes concerning pre-employment inquiries, including but not limited to background checks and criminal records checks. I certify that the statements in the application are true to the best of my belief. I understand that false statements may result in immediate discharge, as well as any penalties where appropriate. I understand that nothing in this application is intended to create a contract, either expressed or implied, for any specific duration.

I understand that the Company requires the successful completion of a drug and/or alcohol test and a thorough criminal background investigation as a condition of employment.

I understand this application will be active for a period of 6 months; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.

Print Name: _____

Signature of Applicant: _____

Date Signed: _____

PLEASE NOTE: Due to the high volume of resumes received, we will not be able to respond to each submitted application nor do we accept phone calls regarding the status of an application.



Brandon Oaks Retirement Community
3804 Brandon Ave. SW
Roanoke, VA 24018
(540) 776-2600 www.brandonoaks.net



Brandon Oaks Nursing & Rehabilitation Center
3837 Brandon Ave. SW
Roanoke, VA 24018
(540) 776-2616 www.brandonoaks.net



Luther Manor
350 Malibu Drive
Virginia Beach, VA 23452
(757) 463-3510
www.vlhnet.org



Luther Crest
9138 North Congress St.
New Market, VA 22844
(540) 740-8591
www.vlhnet.org