

The Heritage Inn of Charlottesville

220 S. Pantops Dr

Charlottesville, VA 22911

T-434-977-0002 F-434-977-6969

PERSONAL INFORMATION	
Name (Last, First, Middle):	Date:
Position you are applying for:	Salary Requirements:
Home Address:	SSN:
City	State:
Home Phone:	Other Phone:
How were you referred to our company?	
Date you can start:	Are you 18 years of age or older <input type="checkbox"/> YES <input type="checkbox"/> NO
Work hours/Shift preferred: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
<input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/> Weekends	
Are you authorized to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO As a condition of employment, you are required to submit proof of employment eligibility and identity in compliance with the Immigration Reform and Control Act of 1986.	
Have you ever been convicted of a crime? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes explain	
Please note a conviction is not necessarily a bar to employment. A "Yes" will be considered only as it is relevant to employment and may require further research/investigation.	

EDUCATION RECORD				
Schools Attended (include current)	Name & Address	Field of Study	Did you Graduate?	Degree
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical School			<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT HISTORY (start with most recent)

Employer Name:	Dates Employed:	
Address:		
City:	State:	Zip:
Phone:	Ending Salary:	
Title/Duties:		
Managers Name and Title:		
Reason for leaving:		
If still employed, may we contact your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Employer Name:	Dates Employed:	
Address:		
City:	State:	Zip:
Phone:	Ending Salary:	
Title/Duties:		
Managers Name and Title:		
Reason for leaving:		

Employer Name:	Dates Employed:	
Address:		
City:	State:	Zip:
Phone:	Ending Salary:	
Title/Duties:		
Managers Name and Title:		
Reason for leaving:		

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying. DO NOT list personal references.

Name:	Home Phone:
Relationship to you:	Work Phone:
Address:	
Name:	Home Phone:
Relationship to you:	Work Phone:
Address:	
Name:	Home Phone:
Relationship to you:	Work Phone:
Address:	

PROFESSIONAL LICENSES AND CERTIFICATIONS
(Please list Any Job Related Memberships, Licenses, and Certifications)

Name:	State Issued:	Number:
Name:	State Issued:	Number:
Name:	State Issued:	Number:

PLEASE READ AND SIGN

I certify that the information given by me in this application is true and correct to the best of my knowledge. I authorize any persons, schools, employers, or other organizations named in this application to provide The Heritage Inn with any relevant information that may be required to arrive at an employment decision. I release all such persons from any liability or damages due to providing such information. I understand that any misrepresentations, falsification, or material omission of information on this applications may result in my failure to receive an offer of employment or, if I am hired, my termination from employment.

I understand and agree that:

- A. Although every effort will be made to accommodate individual preferences, business needs at times make the following conditions mandatory: overtime, shift work, rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these conditions of employment.
- B. According to state law, The Heritage Inn may make a criminal background check as precondition for employment.
- C. According to state law, The Heritage Inn may require a health screening for communicable disease and/or substance abuse testing as precondition to employment.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between The Heritage Inn and myself for either employment or for the providing of any benefit. I also understand that any job I may be offered will not be for any set period of time. My employment may be terminated at any time of my own free will or that of my employer.

Signature _____ Date: _____

VIRGINIA DEPARTMENT OF SOCIAL SERVICES REGULATION FOR CRIMINAL RECORD CHECKS FOR ASSISTED LIVING FACILITIES AND ADULT DAY CARE CENTERS

22 VAC 40-90-10 et seq

**PART I
INTRODUCTION**

22 VAC 40-90-10 Definitions.

The following words and terms when used in conjunction with this chapter shall have the following meanings:

“Barrier Crimes” means certain crimes that automatically bar individuals convicted of same from employment at a licensed assisted living facility or adult day care center. These crimes, as specified by * 63.2-1719 of the Code of Virginia, are murder or manslaughter as set out in Article 1 (*18.2-30 et seq.) of Chapter 4 of Title 18.2; malicious wounding by mob as set out in *18.2-41; abduction as set out in subsection A of *18.2-47; abduction for immoral purposes as set out in * 18.2-48; assaults and bodily woundings as set out in Article 4 (* 18.2-51 et seq.) of Chapter 4 of Title 18.2; robbery as set out in *18.2-58; carjacking as set out in * 18.2-58.1; extortion by threat as set out in * 18.2-59; felony stalking as set out in 18.2-60.3; sexual assault as set out in Article 7 (* 18.2-61 et seq.) of Chapter 4 Title 18.2; arson as set out in Article 1 (* 18.2-77 et seq.) of Chapter 5 of Title 18.2; drive-by shooting as set out in * 18.2-286.1; use of a machine gun in a crime of violence as set out in * 18.2-289; aggressive use of a machine gun as set out in * 18.2-290; use of a sawed-off shot gun in a crime of violence as set out in subsection A of * 18.2-300; pandering as set out in * 18.2-355; crimes against nature involving children as set out in *18.2-361; incest as set out in * 18.2-366; taking indecent liberties with children as set out in * 18.2-370 or * 18.2-370.1; abuse and neglect of children as set out in *18.2-371.1; failure to secure medical attention for an injured child as set out in *18.2-314; obscenity offenses as set out in * 18.2-374.1; possession of child pornography as set out in * 18.2-374.1:1; electronic facilitation of pornography as set out in * 18.2-374.3; abuse and neglect of incapacitated adults as set out in 18.2-369; employing or permitting a minor to assist in an act constituting an offense under Article 5 (* 18.2-372 et seq.) of Chapter 8 of Title 18.2 as set out in 18.2-379; delivery of drugs to prisoners as set out in *18.2-474.1; escape from jail as set out in *18.2-477; felonies by prisoners as set out in *53.1-203; or an equivalent offense in another state. Applicants convicted of one misdemeanor barrier crime not involving abuse or neglect or moral turpitude may be hired provided five years has elapsed since the conviction.

“ Central Criminal Records Exchange” means the information system containing conviction data of those crimes committed in Virginia, maintained by the Department of State Police, through which the criminal history record request form is processed.

“Criminal history record request” means the Department of State Police form used to authorize the State Police to generate a criminal record report on an individual.

