

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:		

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:

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:	

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 Heritage Green 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 application 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, Heritage Green may make a criminal background check as a precondition for employment.
- C. According to state law, Heritage Green may require a health screening for communicable disease and/or substance abuse testing as a 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 Heritage Green 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 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.

**ADULT FACILITES MODEL FORM
DEPARTMENT OF SOCIAL SERVICES DIVISION OF LICENSING PROGRAMS
SWORN DISCLOSURE STATEMENT**

To the Applicant:

Section 63.2-1720 of the Code of Virginia requires that any person desiring to work at a licensed assisted living facility or licensed adult day care center provide the hiring facility or center with a sworn disclosure statement or affirmation disclosing any criminal convictions or pending criminal charges, whether within or outside the Commonwealth of Virginia.

The law prohibits licensed assisted living facilities and licensed adult day care center from hiring any individuals convicted of the following: murder or manslaughter, malicious wounding by the mob, abduction, abduction for immoral purposes, assaults and bodily woundings, robbery carjacking, threats of death or bodily injury, felony stalking, sexual assault, arson, drive by shooting, use of a machine gun in a crime of violence, aggressive use of machine gun, use of a sawed-off shotgun in a crime of violence, pandering, crimes against nature involving children, incest, taking indecent liberties with children, abuse and neglect of children, failure to secure medical attention for an injured child, obscenity offenses, possession of child pornography, electronic facilitation of pornography, abuse and neglect or incapacitated adults, employing or permitting a minor to assist in an act constituting an obscenity or related offense, delivery of drugs to prisoners, escape from jail, felonies by prisoners; or an equivalent offense in another state. However, applicants convicted of one misdemeanor crime not involving abuse or neglect or moral turpitude may be hired provided five years elapsed since the conviction.

Any person making a false statement on this form regarding any criminal offense shall be guilty of Class 1 misdemeanor.

Further dissemination of the information provided on this form is prohibited other than to the Commissioner's representative or a federal or state authority or court as may be required to comply with an express requirement of Law for such further dissemination.

1. _____
Last Name First Middle Maiden Social Security Number

Street/P.O. Box City State Zip Code

2. Have you ever been convicted of a law violation(s) but excluding offenses committed before your eighteenth birthday that were finally adjudicated in a juvenile court under a youth offender law? yes no

If yes explain: _____

3. Are you the subject of any pending criminal charges? yes no

If yes explain: _____

4. I hereby affirm that the information provided on this form is true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment offered by this facility. I understand that all information on this form is subject to verification.

Applicants Signature _____ Date: _____

Heritage Green Assisted Living

E.E.Q. Compliance

In order to complete our Equal Employment Opportunity (E.E.Q.) report, we are asking you to classify yourself under one of the following Race/Ethnic identifications. For the purpose of this report, an employee may be included in the group which he or she appears to belong, identifies with, or is regarded in the community as belonging. The Race/Ethnic categories used for this survey are:

- _____ White (not of Hispanic origin) – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- _____ African American (not of Hispanic origin) – All persons having origins in any of the Black racial groups of Africa.
- _____ Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Cultures or origin, regardless of race.
- _____ Asian or Pacific Islander – All persons having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, China, Japan, Korea, the Philippines, and Samoa.
- _____ American Indian or Alaskan Native – All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition.

Employee Name (please print)

Position

Signature

Department