



Larchwood Inns  
2845 N. 15<sup>th</sup> Street  
Grand Junction, CO 81506  
970-245-0022 Office  
970-257-4715 Fax

## Employment Application

### PERSONAL INFORMATION

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*  
\_\_\_\_\_  
*City* *State* *ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you lawfully authorized to be employed in the United States? Yes  No  (Proof will be required upon employment)

Are you 18 or older? Yes  No

Have you previously applied to or worked for Larchwood? Yes  No  If yes, when? \_\_\_\_\_

How did you hear about Larchwood Inns? If an employee referred you, please provide name. \_\_\_\_\_

### POSITION

Position(s) Applied For: \_\_\_\_\_

I meet all required educational, experience and certification/license qualifications of the job. Yes \_\_\_ No \_\_\_.  
If "No" what qualifications do you lack? \_\_\_\_\_

I reviewed the essential job functions (see attached) and state that I can perform these functions with or without reasonable accommodation. Yes \_\_\_ No \_\_\_. Complete any attachment regarding essential physical functions of the job.

Date Available: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Able to work:  Days  Nights  Weekends  Full Time  Part Time  As needed (PRN)

### EDUCATION

High School: \_\_\_\_\_ Location: \_\_\_\_\_

Number of Years Attended: \_\_\_\_\_ Did you have a High School Diploma or GED  Yes  No

College: \_\_\_\_\_ Location: \_\_\_\_\_

Number of Years Attended: \_\_\_\_\_ Degree Received: \_\_\_\_\_

Other: \_\_\_\_\_ Location: \_\_\_\_\_

Number of Years Attended: \_\_\_\_\_ Degree Received: \_\_\_\_\_

### PREVIOUS EMPLOYMENT

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Salary: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Duties: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact for reference?  Yes  No

---

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Salary: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Duties: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact for reference?  Yes  No

---

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Salary: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Duties: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact for reference?  Yes  No

---

### REFERENCES

Provide information for three (3) persons **not related to you**, whom you have known for at least three (3) years, whom we can contact.

Name	Address, Phone, Email	Occupation	Years Acquainted
1			
2			
3			

#### PLEASE READ THE FOLLOWING PARAGRAPH BEFORE SIGNING THIS APPLICATION

I certify that the information in this application is correct to the best of my knowledge. I understand that any misrepresentation of information by statement or omission will result in disqualification or, if already hired, dismissal from employment, no matter when the misrepresentation is discovered. I authorize Larchwood Inns to contact my references,

investigate my employment history, education, criminal record, and if applicable, driving record, and to obtain a consumer report regarding me. I agree to assist Larchwood Inns in obtaining background information on me by signing any authorization/release forms necessary to obtain such information. I will submit to and pass any drug test required by Larchwood Inns as a condition of employment. **All employment with Larchwood Inns is at-will, meaning that employment with Larchwood Inns may be terminated, with or without cause, and with or without prior notice, at any time, at the option of either me or Larchwood Inns.** I understand that no supervisor or manager has the authority to enter into an agreement for employment that waives Larchwood Inns' right to terminate employment at will. I understand that Larchwood Inns has policies and procedures that I must follow, if hired. I understand that Larchwood Inns reserves the right to change its policies and procedures, including personnel policies and employee benefits at any time without approval by employees, and that these changes are accepted by continuing my employment with Larchwood Inns. I certify that I am submitting this application because of a good faith desire for employment with Employer. If offered employment, I will consider the offer, and if I accept, I will fulfill the requirements of the job to the best of my ability.

Date \_\_\_\_\_

Signature \_\_\_\_\_

LARCHWOOD INNS  
2845 N. 15<sup>TH</sup> ST  
GRAND JUNCTION, CO 81506

1. What are you looking for in job?

---

---

---

---

2. Why should I hire you?

---

---

---

---

3. As an employee where could you use improvement?

---

---

---

---

4. What are your long-range career goals?

---

---

---

---

5. What does "Elder" mean to you?

---

---

---

---

6. What does dignity and respect mean to you? Give an example.

---

---

---

---

7. Describe any experiences you have had when you cared for another person.

---

---

---

---

8. You are assigned a shift from 8:00 to 5:30

What time would you arrive for work? \_\_\_\_\_

What time would you clock in? \_\_\_\_\_

At what time would you consider yourself late? \_\_\_\_\_

9. What does multi-tasking mean to you?

---

---

10. Why do you want to work at Larchwood Inns?

---

---