



Broadmead

A Quaker Continuing Care Retirement Community

February 5, 2007

Dear Applicant,

Thank you for your interest in Broadmead, Inc. We strive to be an outstanding organization that seeks to provide the highest quality of care and the best environment for our residents. Everything we do revolves around this philosophy. We also provide a superior opportunity for employees, who are always treated as part of the team.

Our mission: "To provide continuing care services to a diverse group of seniors in a warm, congenial community founded and operated in the spirit of the Religious Society of Friends."

As a Quaker organization, we believe in treating everyone with the utmost respect. Our values are at the core of everything we do. For example, one of Broadmead's values is "Involving." Involving means that we provide opportunities for employees to participate in generating input and we make every effort to incorporate each employee's ideas into the organization. We know our staff is our most valuable asset.

Employees come to Broadmead, Inc. for many reasons. Most of our employees stay for a long time. When asked, most staff members will tell you that while they enjoy their job, they stay because of our residents.

Broadmead, Inc.'s first impression of you may be this application. Therefore, I strongly encourage you to fill it out legibly and completely. Incomplete answers may delay the hiring process.

To ensure the safest and most productive environment possible, Broadmead, Inc. must maintain a drug free workplace. All applicants must undergo and pass a pre-employment drug screening.

Additionally, Broadmead believes integrity must be a core value of each member of the Broadmead team. Misrepresenting any information on this application is immediate grounds for dismissal. All candidates must undergo a criminal background check. This search is conducted in accordance with the Fair Credit Reporting Act. Results are only one factor in the hiring process. All information is handled in accordance with state and federal law and with the individual's rights in mind.

Lastly, I wish you the best of luck in your application process.

Sincerely,

Rita Johnson-Chase
Director of Human Resources

HRCMT/Application/AppFeb07
Last updated: February 5, 2007



13801 York Road • Cockeysville Maryland 21030 • Telephone 410-527-1900

A Friends Care community • www.broadmead.org

TTY/Voice - Maryland Relay Service: 1-800-201-7165 or 711





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410-527-1900

PERSONAL INFORMATION (Please Print)

Name: (Last) _____ (First) _____ (Middle) _____		Date: _____
Date you can start: _____		
Cell Number: _____ ()	Address: (Street) _____ (City) _____ (State) _____ (Zip Code) _____	
Telephone Number: _____ ()	Are you an U.S. Citizen or authorized to work in the United States? <input type="radio"/> Yes <input type="radio"/> No	How did you hear about Broadmead: _____
Desired Position: _____	Are you currently a Broadmead employee? <input type="radio"/> Yes <input type="radio"/> No	Desired Salary or Wage Per Hour: _____
Are there any specific times or days you are regularly NOT available for work? <input type="radio"/> Yes <input type="radio"/> No Please list times not available: _____ _____	Times you are available to work: <input type="radio"/> Yes <input type="radio"/> No Day Shift <input type="radio"/> Yes <input type="radio"/> No Evening Shift <input type="radio"/> Yes <input type="radio"/> No Night Shift <input type="radio"/> Yes <input type="radio"/> No Weekends <input type="radio"/> Yes <input type="radio"/> No Overtime <input type="radio"/> Yes <input type="radio"/> No Holidays <input type="radio"/> Yes <input type="radio"/> No Emergency Conditions <input type="radio"/> Yes <input type="radio"/> No On Call	
Are you over the age of 17 years? <input type="radio"/> Yes <input type="radio"/> No	Do you have a valid driver's license? <input type="radio"/> Yes <input type="radio"/> No	Do you have a valid CDL? <input type="radio"/> Yes <input type="radio"/> No
Have you ever worked for or applied for a position at Broadmead before? <input type="radio"/> Yes <input type="radio"/> No		
If yes, what was your position: _____ Reason for leaving: _____		
If yes, dates: from / / to / / Supervisor: _____		

EDUCATION HISTORY

School Name	Location and Phone Number of School	Graduated Yes / No	Major, License, Degree, or Highest Level Completed
High School			
College or Professional School			
Trade, Business or Other School			

ACTIVITIES / ACCOMPLISHMENTS

Please describe personal activities or accomplishments in community affairs, school, military training, etc.
List any professional licenses/certifications, memberships or designations.

Licenses Obtained: _____

Certifications: _____

EMPLOYMENT HISTORY (Please list your last four employers, with current or most recent first)

Month/Year	Name of Organization	Address and Phone		Position	Reason for Leaving	Salary
		Number of Employer				
From: _____ To: _____						
From: _____ To: _____						
From: _____ To: _____						
From: _____ To: _____						

****Current phone numbers of previous employers are required for processing this application ****

Please describe any previous relevant experience (i.e. working with the elderly)

REFERENCES (Please use former supervisors, co-workers and instructors who are familiar with your work; not relatives)

Name	Relationship	Phone Number	Business	Years Known

Applicant Authorization and Release

I understand that acceptance of this application by Broadmead neither expresses or implies I will be given employment. I understand my employment is at will and I may resign at any time for any reason; similarly my employment may be terminated by Broadmead at any time for any reason. I am aware that misrepresenting any information on my application is grounds for immediate dismissal. In consideration of my employment, I agree to abide by all Broadmead policies.

Signature of Applicant

Date

"UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100."

Signature of Applicant

Date

Broadmead fully complies with all federal, state and local equal employment laws. Broadmead provides equal employment and advancement opportunities for all persons of race, creed, sex, national-origin, age, religion, ethnicity, marital status, sexual orientation, disability, genetic information or any other classification protected by law.