

Prohibited Drugs and Controlled Substance Testing

Pre-Employment Requirements (if hired)

Manor Management of Alaska, Inc shall
Conduct pre-employment drug screening as follows:

1. All **offers** of employment will be contingent upon controlled substance test results.
2. Prior to being directed to a collection site for controlled substance testing, the applicant will be notified that the urine sample collected shall be tested for the presence of controlled substances.
3. Failure to report to the collection site for testing shall result immediate termination of employment consideration.
4. Manor Management of Alaska, Inc. will pay for pre-employment controlled substance testing.
5. Test must indicate negative controlled substance test results.
6. The applicant may request a re-test of the urine sample at his-her own expense. Re-test will be conducted at a site selected by Manor Management of Alaska, Inc.
7. There shall be no exceptions to pre-employment controlled substance testing requirements.

Theresa Panchot, RN, BSN

2030 Muldoon Road (907)338-8708

Anchorage, AK 99504 Fax (907)338-8627

www.marlowmanor.com E-mail. marlowmanor@gci.net

Manor Management of Alaska, Inc
 MARLOW MANOR ASSISTED LIVING FACILITY
 2030 Muldoon Road
 Anchorage, AK 99504
 Ph 907/338-8708 Fax 907/338-8627
An Equal Opportunity Employer

APPLICATION for EMPLOYMENT

PERSONAL INFORMATION

NAME _____ **DATE** _____
 LAST **FIRST** **MIDDLE**

CURRENT ADDRESS _____
 STREET **CITY** **STATE** **ZIP**

MAILING ADDRESS _____
 STREET OR PO BOX **CITY** **STATE** **ZIP**

PHONE NUMBER _____ **ARE YOU 18 YEARS OR OLDER (CIRCLE ONE)** YES NO

EMPLOYMENT DESIRED

Position Desired: _____ **Date you can start :** _____ **Salary Desired:** _____

Are you employed? _____ **If so, may we inquire of your present employer?** _____

Ever applied to this company before? _____ **Where?** _____ **When?** _____

EDUCATION	Name and location of School	Years Attended*	Did you Graduate*	Subjects Studied
High School				
College				
Trade Business or Correspondence School				

*The age Discrimination in Employment of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

GENERAL

Subjects of special study or research work: _____

US Military or Naval Service: _____ **Rank:** _____

Present membership in National Guard or Reserve: _____

Nature of Discharge: _____

FORMER EMPLOYERS list below the last four employers, starting with the last one first

Date, Month & Year	Name and Address of employer	Position	Salary	Reason for Leaving
1)				
2)				
3)				
4)				

REFERENCES Give the names of three (3) persons not related to you, whom you have known at least one (1) year

Name	Address	Business	Years Acquainted
1)			
2)			
3)			

PHYSICAL RECORD

Do you have any physical limitations that preclude you from performing any work for which you are being considered? **YES** **NO** (circle one)

If Yes , what can be done to accommodate your limitations? _____

Please describe: _____

In case of Emergency notify: _____

Name Address Phone number

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation that Manor Management of Alaska, Inc. will require drug testing and reserves the right to do personal background checks on all prospective new hires prior to employment. I authorize Manor Management of Alaska, Inc. to do criminal background checks.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.”

Date: _____ Signature: _____