



Our family caring for yours.

561 West 1st St North, Cheyenne Wells, CO 80810

(719) 767-5602 | www.cheyennemanor.org

jwells@cheyennemanor.org

EMPLOYMENT APPLICATION

Please complete all applicable sections. You may attach a resume.

Colorado notice: Do not provide your specific age, date of birth, or dates of attendance/graduation from an educational institution on this initial application. If you provide a resume, transcript, certification, or other supporting document, you may redact age-identifying information.

APPLICANT INFORMATION

Full legal name

Preferred name

Address

City

State / ZIP

Phone number

Email address

POSITION INFORMATION

Position you are applying for

Available start date

Pay desired (optional)

Employment desired

☐

Full-time

☐

Part-time

☐

PRN

☐

Temporary/Seasonal

General availability

☐

Days

☐

Evenings

☐

Nights

☐

Weekends

☐

Holidays

Availability notes / scheduling limitations

EMPLOYMENT ELIGIBILITY

Are you legally authorized to work in the United States?

☐

Yes

☐

No

Will you now or in the future require employment sponsorship?

☐

Yes

☐

No

If this position has a lawful minimum-age requirement, can you meet it?

☐

Yes

☐

No

Have you previously worked for Cheyenne Manor?

☐

Yes

☐

No

If yes, position/dates



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EDUCATION, TRAINING, LICENSES & CERTIFICATIONS

Please do not list dates of attendance or graduation.

School / training program 1

City / State

Degree / credential / field

School / training program 2

City / State

Degree / credential / field

School / training program 3

City / State

Degree / credential / field

Professional license / certification

License / certificate #

Expiration date (if applicable)

PROFESSIONAL REFERENCES

Reference 1 - name

Relationship / company

Phone / email

Reference 2 - name

Relationship / company

Phone / email

Reference 3 - name

Relationship / company

Phone / email

EMPLOYMENT HISTORY - MOST RECENT FIRST

Employer 1

Job title

Dates employed

Address / City / State

Supervisor / phone

☐ May contact

Primary duties / reason for leaving

Employer 2

Cheyenne Manor - caring, community, and quality.

Job title

Dates employed



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ADDITIONAL EMPLOYMENT HISTORY

Employer 3

Job title

Dates employed

Address / City / State

Supervisor / phone

☐ May contact

Primary duties / reason for leaving

Employer 4

Job title

Dates employed

Address / City / State

Supervisor / phone

☐ May contact

Primary duties / reason for leaving

APPLICANT ACKNOWLEDGMENT

I certify that the information I have provided is true and complete to the best of my knowledge. I authorize Cheyenne Manor to verify information I voluntarily provided, including employment, education, professional licenses and references, as permitted by law. I understand that any consumer-report background screening, criminal-history inquiry, CAPS check, drug testing, or other pre-employment screening will be handled separately at the appropriate stage of the hiring process and may require separate notice and authorization.

Printed name

Date

Applicant signature / typed name

Equal Employment Opportunity

Cheyenne Manor is an equal opportunity employer. Employment decisions are made without unlawful discrimination or retaliation. Reasonable accommodation is available in the application process for qualified individuals with disabilities.