Instructions for Submitting Application for Employment

Thank you for your interest in applying for a position with Spanish Cove Retirement Village.
Please follow the instructions below to submit your application correctly.

1. CMA / CNA applicants must complete the application labeled "For CMA / CNA Applicants Only".

2. All other applicants should complete the Regular Application for Employment.

3. Print the appropriate application, complete all applicable sections, sign and date all forms where indicated.

4. Two forms of identification will be required to complete a background check.
   - Driver's License
   - Social Security Card

5. It is preferred that you mail the completed application and copies of your two forms of identification. Mail to:
   - Spanish Cove Retirement Village
   - Attn: Human Resources, 11 Palm Ave, Yukon, OK 73099

6. Human Resources will direct your application to the appropriate department for consideration.

7. You may also fax your application to (405) 354-6584, Attn: Human Resources or email to ydepaepe@spanishcove.com
   - Please note that if the copies of your identification are illegible it will delay the consideration for employment process.

8. You will be contacted directly from the appropriate department with any questions about your application and / or to schedule an interview.

Please note that incomplete applications will not be processed.