

APPLICATION FOR EMPLOYMENT

All prospective employees will receive consideration without discrimination because of race, color, creed, age, natural origin or handicap. All information provided herein will be kept confidential.

PERSONAL

_____	_____	_____	_____
Last Name	First	Middle	Date
_____			_____
Street Address			Home Phone
_____			_____
City, State, Zip Code			Business Phone
_____			_____
S.S. #			Date of Birth

Emergency contact (person not living with you) _____

Have you ever applied for employment with this Agency? _____ Yes _____ No

How many hours a week are you available for work? _____

Are you legally eligible for employment in the United States? _____ Yes _____ No

How did you learn of our organization? _ Newspaper Ad __ Agency employee ___ Other

Are you willing to work: _____ Evenings? _____ Weekends?

Position applying for: _____ LPN _____ RN _____

CNA/HHA _____ Companion/Sitter _____

Other _____

EDUCATION:

School Name Degree/ Diploma College:	Location of School	Course of Study	Years of Study	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Vo-Tech or Trade:				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
High School:				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Other:				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Employment:

List the last five years employment history, starting with the most recent employer.

1. Company Name: _____ Telephone: _____
Address: _____ Dates of Employment: _____
From _____ To _____
City _____ State _____ Zip Code _____ Starting Pay: _____
Job Title and Describe your work _____
Reason for leaving _____

2. Company Name: _____ Telephone: _____
Address: _____ Dates of Employment: _____
From _____ To _____
City _____ State _____ Zip Code _____ Starting Pay: _____
Job Title and Describe your work: _____ Reason for leaving: _____

3. Company Name: _____ Telephone: _____
Address: _____ Dates of Employment: _____
From _____ To _____
City _____ State _____ Zip Code _____ Starting Pay: _____
Job Title and Describe your work: _____ Reason for leaving: _____

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Was your last name different from your present name during the above listed jobs?

Yes _____ No _____

If Yes, what was your name? _____

Are you currently employed? Yes _____ No _____

Do you have reliable transportation? Yes _____ No _____

PROFESSIONAL REFERENCES

Persons who can furnish information about job performance

1. Name: _____ Telephone: _____

Fax: _____

Address: _____

2. Name: _____ Telephone: _____

Fax: _____

Address: _____

3. Name: _____ Telephone: _____

Fax: _____

Address: _____

GENERAL

Have you ever been convicted of a crime in the past 5 years, barring employment in a Home Care and community support Agency? Yes _____ No _____

Conviction will not necessarily disqualify an applicant from employment.

If yes, describe in full: _____

Are you capable of performing the job set forth in the job description? Yes ___ No ___

If you answered No, which job requirement can you not meet? _____

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CREDENTIALS/SPECIALIZED SKILLS & QUALIFICATIONS/EQUIPMENT OPERATED

List all states in which licensed giving registration and expiration date. Summarize special job-related skills and qualification acquired from employment or other experience.

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 complete investigation of all statements contained herein and hereby give my full permission for the Agency to contact and fully discuss my background and history with all persons and entities listed above to give the Agency any and all information concerning my previous employment and any information they may have, and release all former employees and others listed above from all liability for any damage that may result from furnishing the same to the Agency.

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 for any lawful reason, without prior notice and with or without cause.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period shall inquire as to whether or not applications are being accepted at that time.

DATE: _____ SIGNATURE _____

APPLICANT REFERENCE CHECK (1)

To Whom It May Concern:

The applicant named below has submitted an application for employment with our firm. Please verify employment and rate the performance of this candidate. This information will not be given to the employee.

To be filled out by applicant:

Applicant Name: _____ Date of Application: _____
Previous Employer: _____ Contact Person: _____
Address: _____ Phone: () _____
Fax: () _____

I hereby authorize the following information to be released for all previous employers listed. I release you and all persons and organizations from all claims and liabilities of any nature from any information given.

Applicant's Signature: _____ Date: _____

To be completed by previous employer:

Date of employment: From: _____ To: _____ Position Held: _____
Would you rehire this individual? Yes ___ No ___

Responsibilities:

Reason for Leaving:

Rate of Pay: (weekly/biweekly/salary): _____ + _____

Additional comments (training/skills)

Reference check performed by _____

APPLICANT REFERENCE CHECK (2)

To Whom It May Concern:

The applicant named below has submitted an application for employment with our firm. Please verify employment and rate the performance of this candidate. This information will not be given to the employee.

To be filled out by applicant:

Applicant Name: _____ Date of Application: _____
Previous Employer: _____ Contact Person: _____
Address: _____ Phone: () _____
Fax: () _____

I hereby authorize the following information to be released for all previous employers listed. I release you and all persons and organizations from all claims and liabilities of any nature from any information given.

Applicant's Signature: _____ Date: _____

To be completed by previous employer:

Date of employment: From: _____ To: _____ Position Held: _____
Would you rehire this individual? Yes ___ No ___

Responsibilities:

Reason for Leaving:

Rate of Pay: (weekly/biweekly/salary): _____ + _____

Additional comments (training/skills)

Reference check performed by _____