Shape, arrow

Description automatically generated Employment Application

Date**:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Middle Last

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City State ZIP/Postal Code

Telephone (\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone (\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail address How did you hear about us\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of employment desired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please Specify Days and Hours Available \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position applied for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ O Full-time O Part-time O PRN

Current hourly pay rate $ Desired pay per hour $\_\_\_\_\_\_\_\_\_\_

Are you legally eligible to work in the US? Yes No

Are you available to work Call Outs, if needed? Yes No

Have you ever been employed at Your Premium Home care? Yes No

If yes, when? \_\_\_\_\_\_\_\_\_\_\_\_\_ Why did you leave? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any friends or family employed at this location? Yes No

**FYI**: Conviction will not be a deciding factor in continuing the pre-screening process or potential employment opportunities

Have you been convicted of a crime in the last seven (7) years? Yes No

If yes, please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

During the hiring process, do you agree to provide a criminal background check? Yes No

During the hiring process, do you agree to provide a Motor Vehicle Record? Yes No N.A.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Educational Background: Please Answer The Following Questions**

List previous educational history

|  |  |  |
| --- | --- | --- |
| Institution | Field of study | Graduated |
|  |  | Yes No |
|  |  | Yes No |
|  |  | Yes No |

**Document Checklist**

|  |  |  |
| --- | --- | --- |
| **Documents** | Current | Expires |
| CNA Certification | Yes No |  |
| CPR/ First Aid | Yes No |  |
| Driver’s License | Yes No |  |
| TB Screening | Yes No |  |

What do you think is the most difficult part of caregiving or customer service work?

Ms. Jackson ask you to apply BENGAY muscle rub on her back, what would you do?

In what situations do we provide services not listed in the SERVICE PLAN?

What is DNR? .

Why is it important to work within your CNA/PCA scope or job description?

**EMPLOYMENT BACKGROUND**

List your previous employers beginning with the most recent employer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer Name: | Phone:  ( ) | EMPLOYED | | PERFORMED AND JOB RESPONSIBILITIES |
| FROM | TO | Responsibilities: | |
| Address: |  |  |  |  | |
| Job Title: |  | Starting Hourly RATE/SALARY | |  | |
| Rate | |
| Supervisor Name/Phone: |  | $ |  |  | |
| Reason for leaving: |  | Final Hourly  RATE/SALARY | |  | |
| Rate | |
| May we call to verify? Yes No Later |  | $ |  |  | |
| Employer name: | Phone:  ( ) |  | | Responsibilities: | |
| FROM | TO |
| Address |  |  |  |  | |
| Job Title |  | Starting Hourly RATE/SALARY | |  | |
| Rate | |
| Supervisor Name/Phone: |  | $ |  |  | |
| Reason for leaving: |  | Final Hourly  RATE/SALARY | |  | |
| Rate | |
| May we call to verify? |  | $ | per |  | |
| Employer Name: | Phone:  ( ) |  | | Responsibilities: | |
| FROM | TO |
| Address: |  |  |  |  | |
| Job Title: |  | Starting Hourly RATE/SALARY | |  | |
| Rate | |
| Supervisor Name/Phone: |  | $ | per |  | |
| Reason for leaving: |  | Final Hourly RATE/SALARY | |  | |
| Rate | |
| May we call to verify? |  | $ | per |  | |
| Employer Name: | Phone:  ( ) |  | | Responsibilities: | |
| FROM | TO |
| Address: |  |  |  |  | |
| Job Title: |  | Starting Hourly RATE/SALARY | |  | |
| Rate | |
| Supervisor Name/Phone: |  | $ | per |  | |
| Reason for leaving: |  | Final Hourly RATE/SALARY | |  | |
| Rate | |
| May we call to verify? |  | $ | per |  | |

References: List the name, relationship, number of years acquainted, and phone number of three references. (No relatives please).

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Relationship | Years acquainted | Phone Number |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**\*\*CERTIFICATION AND RELEASE:** I certify that I have read and understand the application note on page one of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentation of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the company and/or its agents, including consumers reporting bureaus, to verify any information including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies, and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I understand that I am not obligated to disclose sealed or expunged records of conviction or arrest. I also understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability, national origin, ancestry, veteran status, medical condition, sexual orientation, marital status or any other characteristic protected by applicable state or federal civil rights laws.

**Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**