



EMPLOYMENT APPLICATION
07/01/13

Date: _____ Social Security Number: _____

Name: _____ Telephone: _____
LAST FIRST INITIAL

Address: _____
STREET CITY STATE ZIP

How did you hear about us? newspaper paiswv.com Monster.com walk-in
 other _____

Have you lived or worked outside of WV within the last 5 years? Y N
 If yes, please list below:

City, State	City, State	City, State

Please note that failure to provide thorough and complete information will result in your application being denied. If background checks reveal information you fail to provide, employment may be terminated.

Have you ever been convicted of a felony or misdemeanor, regardless of whether it was eventually dropped or removed from your record? Y N

If yes, please list charge, date & circumstances:

Signature _____ Date _____

Have you ever been investigated for or found guilty of child/adult abuse/neglect? Y N
 If Yes, are you currently being investigated? Y N

If you answered yes, to either of the above questions, please list details such as date etc. and explain circumstances:

Signature _____ Date _____

EMPLOYMENT HISTORY (most current first) Include all employment for at least the past two years. Use additional paper and attach if necessary.

Employer:	Your Job Title:	
Address:	Duties:	
	Reason for Leaving:	
Phone:	Salary:	
May we contact your former Employer?	Employment from:	To:
Employer:	Your Job Title:	
Address:	Duties:	
	Reason for Leaving:	
Phone:	Salary:	
May we contact your former Employer?	Employment from:	To:
Employer:	Your Job Title:	
Address:	Duties:	
	Reason for Leaving:	
Phone:	Salary:	
May we contact your former Employer?	Employment from:	To:

EDUCATION HISTORY

Institution	Name & Location	Grade Completed: Diploma/Degree
High School		
University/College		
Other (Day/Night)		

REFERENCES

	Name	Occupation	Telephone
1			
2			
3			

SKILLS

Computer
Calculator
Dictation
Typewriter WPM: _____
Shorthand WPM: _____

TRAINING

CPR
First Aid
Behavior Management
Crisis Intervention
Other explain:

Date Available	Position Applied For:	
Hours Available	Shift Desired:	Day
		Night
Salary Expected		Afternoon/Evening
		Any Shift

The information provided on this application is accurate to the best of my knowledge and subject to verification by this company. I understand that proof of age may be required upon employment. I understand I must truthfully answer all the questions on this application. I also understand that if I do not, I may be refused employment, or separated if I am a current company employee. While employed by this company I agree not to engage in any other business or employment without the consent of this company. If employment results from this application, I understand that additional personal data or a physical examination may be required if I am eligible for benefits. I authorize all previous employers to furnish this company with any information they may have regarding my employment and my reason for leaving, and I release my prior employers and this company from all liability for and damage resulting from the information provided.

SIGNATURE: _____ **DATE:** _____

The Employee Pay Scale policy has been provided to me and I am aware that my starting pay is based solely and entirely on this pay scale.

SIGNATURE: _____ **DATE:** _____

I understand that there is no guarantee of hours available as hours are determined based on client need.

SIGNATURE: _____ **DATE:** _____

I understand that any offer of employment is dependent on passing a drug test.

SIGNATURE: _____ **DATE:** _____

INTERVIEWER _____ **DATE:** _____

COMMENTS

Not Accepted Accepted

Home Type : _____ Years Experience: _____

Starting Pay: _____ Start Date: _____