

# Application for Employment

## Personal Information

First Name:

Last Name:

Middle Name:

Street Address:

City:

State:

Zip:

Home Phone:  EX: 123-456-7890

Work Phone:  EX: 123-456-7890

Email Address:

Are you authorized to work in the United States? (Verification will be required upon hire.)

Yes  No

Are you over 18 years of age? (Verification will be required upon hire.)

Yes  No

## Job Interest

Position desired:  full time  part time  days  
 evenings  weekends  temporary/seasonal

Starting Date:

Pay per hour expected:

Average # of hours per week  
desired:

How were you referred to us?

## Education – Licensure – Certification

### Graduate School

Graduate school name:

Graduate school address:

Course of study:

Number of years completed:

Did you graduate?  yes  no

Name of degree, certificate or  
diploma:

### College

College name:

College address:

Course of study:

Number of years completed:

Did you graduate?  yes  no

Name of degree, certificate or diploma:

### Business/Trade/Technical

School name:

School address:

Course of study:

Number of years completed:

Did you graduate?  yes  no

Name of degree, certificate or diploma:

### High School

School name:

School address:

Course of study:

Number of years completed:

Did you graduate?  yes  no

Name of degree, certificate or diploma:

### License, Registration, Certification

1. Type:

License #:

Expiration date:

State:

2. Type:

Certification#:

Expiration date:

State:

### Other specialized training (i.e. technical training, etc.)

Please describe:

### Office skills (i.e. types of office machines and software you can operate)

Please describe:

## References

(List three prior employees or supervisors who can comment on your abilities.)

### Reference 1

Name:

Company Name:

Telephone:  EX: 123-456-7890

Title/Position:

How long have you worked together?

### Reference 2

Name:

Company Name:

Telephone:  EX: 123-456-7890

Title/Position:

How long have you worked together?

### Reference 3

Name:

Company Name:

Telephone:  EX: 123-456-7890

Title/Position:

How long have you worked together?

## Employment History

### Employer 1

Employer

May we contact this employer as a reference?  yes  no

Telephone:  EX: 123-456-7890

Address:

Dates of employment (mm/yy):

Name of Supervisor:

Rate Pay Start:

End:

Describe your job title and responsibilities:

Reason for leaving:

## Employer 2

Employer

May we contact this employer as  
a reference?  yes  no

Telephone:  EX: 123-456-7890

Address:

Dates of employment (mm/yy):

Name of Supervisor:

Rate Pay Start:

End:

Describe your job title and  
responsibilities:

Reason for leaving:

## Employer 3

Employer

May we contact this employer as  
a reference?  yes  no

Telephone:  EX: 123-456-7890

Address:

Dates of employment (mm/yy):

Name of Supervisor:

Rate Pay Start:

End:

Describe your job title and  
responsibilities:

Reason for leaving:

## Other Information

Have you ever been convicted of a felony?

yes  no

If yes, give details:

In answering the following questions, do not include a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace.

Have you ever been convicted of a misdemeanor within the past five years?

yes  no

If yes, give details:

Have you ever been convicted of a misdemeanor five or more years ago?

yes  no

If yes, give details:

**PLEASE READ CAREFULLY**

I certify that the information provided by me in this application is correct and complete to the best of my knowledge. I understand that any false information or omission of fact may disqualify me for employment and may be cause of dismissal at a later date. I understand that employment is conditional upon satisfactory replies from my references.

I understand and agree that any offer of employment is contingent upon satisfactory completion of SHC pre-employment investigation which includes but is not limited to health assessment, criminal history check (CORI), educational and work verification, reference checks, consumer report and any investigating required by state laws.

I understand that acceptance of an offer of employment does not create a contractual obligation and that either party may terminate the employment relationship, at will, at any time and for any reason or no reason.

**Standards Home Care**, is an Equal Opportunity Employer and does not unlawfully discriminate in employment decisions because of race, religion, color, national origin, age, disability, sex, or veteran.

I have read, understood, and agree with the before mentioned statements.