



Application for Employment

Please Read Carefully – Write Legibly – Answer all Questions

The questions on this form are being asked to properly evaluate your ability and chance for success in the position for which you are applying. Every effort has been made to comply with the Federal Law and laws of our state. It is not our intent to discriminate in employment on account of color, race, sex, gender identification, sexual orientation, religion, age, national origin or disability.

Name: _____

Current Address: _____

City _____ **State** _____ **Zip** _____

Home Phone Number: _____ **Alternate Phone Number:** _____

Employment Desired: _____ **Experience: Yes** _____ **No** _____

Have you ever worked for us before? Yes _____ *No* _____ *If yes, when?* _____

CITIZENSHIP

Do you have the legal right to live and work in the United States? Yes _____ *No* _____

Can you, after employment, submit a birth certificate or other proof of U.S. Citizenship if your job legally requires it? Yes ___ **No** ___ **Comments** _____

U.S. MILITARY SERVICE

Service Branch: _____ *Final Rank or Rate* _____

Date Entered _____ **Date Separated:** _____ **Reserve Organization:** _____

Please list all job related skills or experience: _____

PERSONAL

Have you, since the age of 18, ever been convicted of a crime? Yes _____ **No** _____ **If yes, please explain:**

NOTE: A CONVICTION WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT. EACH CONVICTION WILL BE JUDGED ON ITS OWN MERIT WITH RESPECT TO TIME, CIRCUMSTANCES, AND SERIOUSNESS.

Have you ever been discharged (fired) from a job? Yes ___ **No** ___ **Dates and Comments:**

Have you any hobbies or interests, or belong to any club, organization, society or professional group which has a direct bearing on your qualifications for the job which you are seeking? If yes, explain.



EDUCATION

NAME OF SCHOOL	ADDRESS	MAJOR	YEARS	DEGREE TYPE

Other details or experience or training, including information on adult education programs which have a direct bearing on the job which you are seeking? If yes, explain: _____

EMPLOYMENT HISTORY

Give a complete 5-year employment history. Start with most recent employment.

DATES EMPLOYED	EMPLOYER NAME, ADDRESS, TELEPHONE	LAST SALARY & POSITION	REASON FOR LEAVING

May we contact your present employer for a reference? Yes _____ No _____

PROFESSIONAL LICENSES, REGISTRATIONS, AND/OR CERTIFICATIONS

TYPE	STATE ISSUED	DATE	NUMBER	VERIFIED

CNA Certified? _____ CPR Certified? _____ First Aid Certified? _____

****Attach copy of cards/certificates when returning application.****

Have you reviewed the job description of the position for which you are applying? Yes ____ No ____

Can you, with reasonable accommodations, perform all functions of the job for which you are applying?

Yes ____ No ____



JOB REFERENCES

**Give names, addresses and phone numbers of persons we may contact to verify your qualifications.
Non-family members only.**

NAME	ADDRESS	PHONE NUMBER	VERIFIED

EMERGENCY CONTACT

Please provide information of at least 2 people we may contact in the event of an emergency.

NAME	ADDRESS	PHONE NUMBER	ALTERNATE NUMBER

Please Initial:

_____ I understand that any offer of employment is conditioned upon an approved physical examination at the expense of the employee if required for the particular job for which I am applying.

_____ I understand that any offer of employment is conditioned upon the results of a drug screen , if required.

_____ I understand that my application will be kept no longer than 60 days.

_____ I authorize B & B Care Services, Inc. to perform a Criminal Background Check on me and understand my offer of employment is conditioned upon the results of this background check.

_____ I have never been shown by credible evidence (e.g. a court or jury, a department investigation, or other reliable evidence) to have abused, neglected, sexually assaulted, exploited, or deprived any person or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application.

_____ The facts set forth above in my application are true and complete to the best of my knowledge. I understand that, if employed, false statements on this application shall be considered sufficient cause for my dismissal. I authorize the company to investigate all statements made on this application and in the application interview process. I further authorize the company to contact my former employer (s) and any listed references or other persons who can verify information, and I give my consent for former employers or other persons contacted by and providing information to the company. I understand a criminal/police records check is required and authorize the company to make such an investigation.

Applicant Signature

Date