



APPLICATION FOR EMPLOYMENT

(Please Fill Out Completely)

Date of Application _____ Social Security Number ____/____/____

Print Full Name _____

Home Phone: _____ Mobile: _____ Email: _____

Address _____

City _____ State _____ Zip Code _____

Position Applied For _____

<u>Documents required with this application (All)</u>	<u>Check if attached</u>
1. Thoroughly completed employment application	()
2. Current Professional License (Signed), if any	()
3. Current CPR card/First Aid (Signed)	()
4. PPD/Chest X-Ray /Medical	()
5. Employment Eligibility Verification (Form I-9)	()
6. Two employment reference forms or letter (phone # included)	()
7. One Character reference form or letter (phone # included)	()
8. Driver's License/ State Issue ID card (Signed)	()
9. Copy of Social Security Card (Bring original signed copy to interview)	()
10. One year of experience working in the field	()
11. Background Check (a must)	()
12. Any other information you have for employment	()

If you do not have all the documents above, please tell us when it will be available:



EMPLOYMENT APPLICATION FORM

PART A: PERSONAL INFORMATION

Title: Mr. /Miss /Mrs. Other (Please specify)	First Name:	Last Name:					
Home Address:	Correspondence Address (If different:						
Home Telephone: May we contact you at work? Yes/ No	Work Telephone:	Date of Birth:					
Are you a citizen of the United States? Yes/ No If no, are you eligible to work in the United States? Yes/ No If you are under age 18, do you have an employment/age certificate? Yes ___ No ___							
Have you ever been convicted of a misdemeanor or felony? Yes/ No If yes, please explain the circumstances of the conviction.							
AVAILABLE HOURS (in HH:MM format)							
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FROM:							
TO:							

PART B: EDUCATION AND TRAINING

High School Name and Address	Dates Attended:	Diploma Received? Yes No	Area of Study
Colleges/ Training Schools	Dates Attended:	Diploma Received? Yes No	Area of Study
Professional trainings/ qualifications with dates and levels obtained			



PART C: PRESENT AND PAST WORK HISTORY

Present or most recent employer and address:	Dates(month/ year)	Position Held and Duties:	Reason for leaving
Starting Salary:	May we contact this employer?		Yes/ No
Ending Salary:	If no, please indicate reason.		

WORK HISTORY

Give details of your work history with the most recent listed first: **ONE**

Employer and address:	Dates (month/ year)	Position Held and Duties:	Reason for leaving
Starting Salary:	May we contact this employer?		Yes/ No
Ending Salary:	If no, please indicate reason.		

WORK HISTORY

Give details of your work history with the most recent listed first: **TWO**

Employer and address:	Dates (month/ year)	Position Held and Duties:	Reason for leaving
Starting Salary:	May we contact this employer?		Yes/ No
Ending Salary:	If no, please indicate reason.		



PART D: SUPPORTING STATEMENT

Please indicate all relevant experience, skills and work history that relate to the job description of which you have applied. Please print clearly. All illegible entries will not be considered.

(attach additional sheets if necessary)

PART E: MEDICAL HISTORY

What absences due to illness have you had from work for the last two years?

Do you have any illness that will present you from performing the duties of the position of which you have applied? Yes/ No

If yes, please indicate

Can you lift a weight of seventy pounds? Yes/ No

PART F: REFERENCES

Please list three character references of which we may contact.

Name	Relationship	Years of Affiliation	Telephone number

PART G: DECLARATION

By signing below I, _____, on the date of _____, hereby certify that all information included in the above application is true and valid to the best of my knowledge. I also understand that misrepresentation or falsification of the information provided above will result in my immediate disqualification from the selection process and dismissal from any position appointed to by the Agency after discovery.

Name: _____ Date: _____



CONFIDENTIAL AGREEMENT

READ CAREFULLY AND SIGN BELOW IF YOU AGREE TO THESE TERMS OF EMPLOYMENT

I agree that except at the request and for the benefit of **Open Arms Health Care**, I will not disclose to anyone or use for my own purposes any of **Open Arms Health Care** confidential or proprietary information, either during or after my employment. I understand and agree that **Open Arms Health Care** bidding, costs, pricing and marketing information and techniques, customer names and information, and employee name and information are confidential and proprietary to **Open Arms Health Care**.

I certify that this application contains no willful misrepresentation or falsifications and that this information given by me is true and complete to the best of my knowledge and belief. I authorized **Open Arms Health Care** to contact all sources to verify the information on this application. I understand that any falsification, misrepresentation or fraudulent information provided by me in connection with my application for employment is sufficient grounds for withdrawal of an employment offer or immediate discharge.

I understand that this application is not a contract of employment.

I authorize and request my former employers, references, and educational institutions which have information about me, to give **Open Arms Health Care** any and all information and opinions about me in their possession and which may lawfully be disclosed. I hereby waive written notice of such release of information and opinions, and release such former employers, references, and educational institutions from any liability or claim relating to such release of information and opinions. I also authorized and request federal, state, and local governmental agencies to release to **Open Arms Health Care** any information requested, concerning any criminal convictions on my record. A photocopy of this signed authorization and waiver shall be valid as an original.

Signature of applicant: _____ Date: _____



CONFLICT OF INTEREST

I acknowledge that I have read the company policy statement concerning conflict of interest and I hereby declare that neither I, nor any other business to which I may be associated, nor, to the best of my knowledge, any member of my immediate family has any conflict between our personal affairs or interests and the proper performance of my responsibilities for the company that would constitute a violation of that company policy. Furthermore, I declare that during my employment, I shall continue to maintain my affairs in accordance with the requirements of said policy.

Signature of Applicant

Date

RELEASE OF INFORMATION

I hereby authorize all prior employers, schools, credit bureaus, Social security Administration. Law enforcement agencies and investigative agencies to give **Open Arms Health Care** any and all information concerning my previous employment and any pertinent information they may have personal or otherwise, concerning my qualifications for the position applied for. I release to **Open Arms Health Care** and all its employees from all liability for any damage that may result from furnishing information to **Open Arms Health Care**. I also release **Open Arms Health Care** and all its employees from all liability for any damage that may result from reliance on the information furnished. I understand that if a consumer investigative report is requested, I have the right under the Fair Credit Reporting Act to request in writing, within a reasonable time, a complete and accurate disclosure of the nature and scope of the investigation. This written request should be addressed to the location where this application is filed.

Full Name (Please Print) _____ Social Security Number ____ / ____ / ____

Signature of Applicant _____ Date: ____ / ____ / ____