



EVERLASTING  
*Community Services*

### EMPLOYMENT APPLICATION

Name \_\_\_\_\_

Social Security # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Birthdate \_\_\_\_\_ Driver's License # \_\_\_\_\_ Car License # \_\_\_\_\_

### TRAINING

Please list the most current completion dates for the following courses:

Caregiver's Certificate \_\_\_\_\_ *(If you have your CNA, instead of a Caregiver's Certificate, you must also have a course on Medication Administration)*

CNA \_\_\_\_\_

Medication Administration \_\_\_\_\_

CPR \_\_\_\_\_

First Aid \_\_\_\_\_

Date of Last TB test or X Ray \_\_\_\_\_

Date of Fingerprint Clearance Card \_\_\_\_\_

Behavior Management Training, if any \_\_\_\_\_

Have you had any kind of moving traffic violation during the last 5 years? \_\_\_\_\_

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

Are you either a US Citizen or an alien authorized to work in the U. S.? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Have you ever been convicted of a misdemeanor in the last five years? Yes \_\_\_\_\_ No \_\_\_\_\_

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

### EMPLOYMENT

What's the earliest date can you start? \_\_\_\_\_ Are you employed now? \_\_\_\_\_

If employed, your employer is? \_\_\_\_\_ Present Wage \_\_\_\_\_

If hired, what is your desired wage \_\_\_\_\_ Referred by \_\_\_\_\_

Number of hours you prefer weekly \_\_\_\_\_

Shifts you would be available for: ( ) Mornings ( ) Afternoons ( ) Overnight shift

Days you would be available for: ( ) Weekdays ( ) Weekends ( ) Both

Are you able to do fill-in shifts with less than 24 hours notice? \_\_\_\_\_

### EDUCATION

High School _____	Did you Graduate? _____	Subjects Studied _____
College _____	_____	_____
Trade School _____	_____	_____

Subjects of Special Study or Research Work \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Special Skills \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Activities (Civic, Athletic, Hobbies, etc) \_\_\_\_\_  
 \_\_\_\_\_

### EXPERIENCE

Employer Name \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Employed From \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Job Duties \_\_\_\_\_

Employer Name \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Employed From \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Job Duties \_\_\_\_\_

Employer Name \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Employed From \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Job Duties \_\_\_\_\_

Employer Name \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Employed From \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Job Duties \_\_\_\_\_

Which of these jobs did you like best? \_\_\_\_\_  
 \_\_\_\_\_

What did you like most about the job? \_\_\_\_\_  
 \_\_\_\_\_

**REFERENCES**

**Name**

**Address**

**Phone**

List at least 2 character references unrelated to you:

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List at least 2 work-related references:

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**DISCLAIMER**

A person who is involved in substance abuse or has been convicted of or admitted to committing the crime of assault or battery, or any crime involving physical violence, a felony offense, theft, extortion, or any crime of abuse, neglect or exploitation shall not be employed by Everlasting Community Services.

**I, the undersigned, attest to the fact that I am not awaiting trial, and have never been convicted of, and have never committed any crime of assault, battery, sexual or any crime involving physical violence, felony drug offense, theft, extortion, or any crime of abuse, neglect, or exploitation.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**I authorize investigation** of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.

**I also authorize Everlasting Community Services to use my driver’s license information and social security number** to check my driving record and to verify any criminal background. If I have not already done so, **I agree to be fingerprinted at my expense** to aid in any background investigation.

I understand that the first 60 days of my employment will be temporary and probationary. If I am not appropriate for the position, I will not be hired for permanent employment.

I agree to keep my CPR, First Aid, TB test, fingerprint clearance card and ongoing training hours (as required by the Arizona Department of Health Services) updated at my expense. I understand that I will be immediately suspended if I allow any of above requirements to expire until these requirements are met. The same hours may not be available when I am reinstated.

To the best of my knowledge, all of the information provided on this application is accurate and true. I understand that **providing false information on this application is grounds for immediate termination.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR EMPLOYER INFORMATION ONLY (*Do Not Write in this Area*)**

Employee Applicant \_\_\_\_\_

Interviewer's Impressions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provided:

TB TEST                       First Aid                       Fingerprinting Results

Caregiver's Certificate     CPR                               CNA Certificate

Driver's License               Behavior Mgmt Training     Medication Administration

Other Explain \_\_\_\_\_

1<sup>st</sup> Character reference check: \_\_\_\_\_

\_\_\_\_\_

2<sup>nd</sup> Character reference check: \_\_\_\_\_

\_\_\_\_\_

3<sup>rd</sup> Character reference check: \_\_\_\_\_

\_\_\_\_\_

1<sup>st</sup> Work-Related reference check: \_\_\_\_\_

\_\_\_\_\_

2<sup>nd</sup> Work-Related reference check: \_\_\_\_\_

\_\_\_\_\_

3<sup>rd</sup> Work-Related reference check: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HIRE:

No

Yes      Date of Hire \_\_\_\_\_

Will hire as soon as the following requirements are completed, if the position is still available:

\_\_\_\_\_

\_\_\_\_\_

Interviewed by: \_\_\_\_\_ Date \_\_\_\_\_