



# EMPLOYMENT APPLICATION

03/01/11

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  or N  If yes, please list below:

City, State	City, State	City, State

Have you ever been convicted of a felony or misdemeanor? Y  or N  If yes, please list date & 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	
Salary Expected	
	Shift Desired: <ul style="list-style-type: none"> <li><input type="checkbox"/> Day</li> <li><input type="checkbox"/> Night</li> <li><input type="checkbox"/> Afternoon/Evening</li> <li><input type="checkbox"/> Any Shift</li> </ul>

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:** \_\_\_\_\_