Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address*:*­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number: \_\_\_\_\_-\_\_\_\_\_\_-\_\_\_\_\_\_\_

Are you at least 18 years of age? Yes No Date of Birth: \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_

Home Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Drivers License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State of Issue: \_\_\_\_\_\_\_\_\_\_

Are you authorized to work in the United States on an unrestricted basis? Yes No

EMPLOYMENT DESIRED

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Wage Desired: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date available to begin work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours preferred: Part-time Full-time

How did you hear about us? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What cities/locations are you willing to work in? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Some sites may have pets. Are you willing to work in a home with pets? Yes No

QUALIFICATIONS

Do you possess a valid Driver’s License? Yes No

Yes No

 Have you received three or more traffic violations in the last 3 years?

 Has your driver’s license been suspended or revoked in the last 3 years?

 Have you ever been convicted of or pled guilty to a felony?

 Have you ever been convicted of or pled guilty to a crime involving the abuse, neglect or exploitation of a child or adult?

Explain all YES answers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Most positions with the Alliance Senior Center, INC. require employees to transport individuals in a vehicle. Therefore, a valid driver’s license is crucial. Prior to hire, your driver’s license will be processed to ensure you are a valid and insurable driver.

EDUCATION

**COMPLETED**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **YES** | **NO** |  | **DEGREE** | **NAME OF SCHOOL** | **ADDRESS** | **MAJOR** |
|  |  | High School/GED | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Technical/Vocational |
|  |  | College/University |
|  |  | Other: |

SPECIALIZED TRAINING, CERTIFICATION OF EXPERIENCE

|  |  |  |  |
| --- | --- | --- | --- |
| ***Training/Certification*** |  | ***Expiration Date*** *(if applicable)* | ***Additional Comments*** |
| ***YES*** | ***NO*** |  |  |  |
|  |  | ***FIRST AID*** |  |  |
|  |  | ***CPR & AED*** |  |  |
|  |  | ***MEDICATION ADMIN.*** |  |  |
|  |  | ***BEHAVIOR SUPPORT*** |  |  |
|  |  | ***CRISIS INTERVENTION*** |  |  |
|  |  | ***FEEDING/SWALLOWING TECHNIQUES*** |  |  |
|  |  | ***POSITIONING*** |  |  |
|  |  | ***TRANSFERRING*** |  |  |
|  |  | ***LIFTING*** |  |  |
|  |  | ***BLOODBORNE PATHOGENS*** |  |  |
|  |  | ***ASTHMA/BREATHING DIFFICULTY*** |  |  |
|  |  | ***NEBULIZER TREATMENTS*** |  |  |
|  |  | ***SEIZURE DISORDERS*** |  |  |
|  |  | ***CATHETER CARE*** |  |  |
|  |  | ***FEEDING TUBES*** |  |  |
|  |  | ***PARALYSIS (PARA/QUAD)*** |  |  |

***List any license or certification you possess that is relevant to the position you are applying for:***

# REFERENCES

The Alliance Senior Center, INC. requires that all applicants submit four references, which may include: current or former employers, supervisors, teachers or other qualified to objectively evaluate your ability to work in the position for which you have applied. Please list reference information identified below. The Alliance Senior Center, INC. will be contacting each reference listed.

# PERSONAL REFERENCES:

**We prefer to not use relatives as references.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship to Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Phone Number:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship to Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Phone Number:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship to Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Phone Number:

# WORK HISTORY

**PLEASE COMPLETE WORK HISTORY FOR AT LEAST THE LAST 5 YEARS**

##### If you are currently employed, may we contact your employer? YES NO

**Begin with current or most recent employer or position with employer:**

1. Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_\_\_

Dates of Employment: Starting Date: \_\_\_\_\_\_\_\_\_ Ending Date: \_\_\_\_\_\_\_\_\_\_Ending Wage: \_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Description of Job: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_\_\_

Dates of Employment: Starting Date: \_\_\_\_\_\_\_\_\_ Ending Date: \_\_\_\_\_\_\_\_\_\_Ending Wage: \_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Description of Job: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_\_\_

Dates of Employment: Starting Date: \_\_\_\_\_\_\_\_\_ Ending Date: \_\_\_\_\_\_\_\_\_\_Ending Wage:\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Description of Job: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are pleased you are interested in becoming a member of Alliance Senior Center, INC.. We are proud of our excellent reputation and the services we provide. We value diversity and want our work experience to be enjoyable. To help ensure a safe work environment and excellent services we carefully screen the background of all applicants. This screening may include as oral interview, as well as an investigation of your work history, driving record, application information, and reference check. Some service areas may also require an investigation of your background for any criminal conduct and an illegal drug screening.

# APPLICANT DECLARATION OF UNDERSTANDING

**PLEASE READ CAREFULLY AND SIGN BELOW**

* I understand that the Alliance Senior Center, INC. may conduct an investigation of the information I have provided on the application and, as part of that investigation, may contact prior and/or current employers and references, among others, including but not limited to the following:
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I authorize the Alliance Senior Center, INC. to conduct this investigation and I release from all liability to hold harmless any person giving or receiving information about me relative to this investigation.
* I understand that any falsification, misrepresentation or omission of information discovered as a result of this investigation may prevent my being hired or if hired, may subject me to the immediate termination of my employment with the Alliance Senior Center, INC.
* I understand that this application process does not create an employment contract
* I understand all employment at the Alliance Senior Center, INC. is “at will.” This means, if the Alliance Senior Center, INC. employs me, my employment is not for a specified or definite period of time and that I may be discharged from my position at any time, for any reason, with or without cause or prior notice.
* I understand that the “at will” policy listed above cannot be changed or amended without a formal written employment agreement signed by myself and by a member of the Alliance Senior Center, INC. management.
* I declare that I have never committed nor been charged or convicted of any act of abuse, neglect, exploitation or fraud in relationship to dependent/vulnerable child or adult, within the past 10 years.
* I declare that I have never knowingly violated any applicable rules or laws in any previous employment in a residential, healthcare or similarly related employment.
* The Alliance Senior Center, INC. is an equal opportunity employer and encourages diversity in employment. The Alliance Senior Center, INC. makes all hiring decisions without regard to an applicant’s race, religion, sex, age, national origin, sexual orientation, disability or other protected classification under federal, state or local equal opportunity laws.
* The use of illegal drugs is absolutely prohibited under Alliance Senior Center, INC. policy. Where allowed by applicable law, the Alliance Senior Center, INC. may require employees to submit to drug testing as a condition of continued employment.

**By signing this application, I agree that I have read and understand the declarations listed above and I assert that all information given in this application is true.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THANK YOU FOR YOUR INTEREST.**