

Please print or type directly into application.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation for the application, interview process and/or job responsibilities, should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application _____
 Name _____ Social Security # _____
Last First MI
 Address _____
Street City State Zip Code
 Telephone # _____ Mobile/Beeper/Other # _____ Email Address _____
 Referral Source (How did you hear about us?) _____

If you are under 18, and it is required, can you furnish a work permit?..... Yes No

If **no**, please explain _____

Have you ever been employed here before?..... Yes No

If **yes**, give dates and positions _____

Are you legally eligible for employment in this country? Yes No

Date available for work _____ What is your desired salary range? \$ _____ Hourly Salary

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Driver's license # if driving may be required in position for which you are applying _____ State _____

Answering "yes" to any of the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?..... Yes No

If **yes**, please provide date(s) and details _____

Employment History

Starting with your most recent employer, provide the following information, or attach a current resume.

Employer	Telephone #	Month/Year	to	Month/Year
Street address	City	State	Zip	
Starting job title/final job title		Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per Commission/Bonus/Other Compensation \$ _____		
Immediate supervisor and title (for most recent position held)		Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per Commission/Bonus/Other Compensation \$ _____		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
Why did you leave?				
Summarize the type of work performed and job responsibilities				

Employer	Telephone #	Month/Year	to	Month/Year
Street address	City	State	Zip	
Starting job title/final job title		Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per Commission/Bonus/Other Compensation \$ _____		
Immediate supervisor and title (for most recent position held)		Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per Commission/Bonus/Other Compensation \$ _____		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
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May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
Why did you leave?				
Summarize the type of work performed and job responsibilities				

Skills and Qualifications

Summarize any special training, skills, licenses and/or certifications that may assist you in performing the position for which you are applying. _____

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

<input type="checkbox"/> Word Processing _____	Years _____	<input type="checkbox"/> Email _____	Years _____
<input type="checkbox"/> Spreadsheet _____	Years _____	<input type="checkbox"/> Internet _____	Years _____
<input type="checkbox"/> Presentation _____	Years _____	<input type="checkbox"/> Other _____	Years _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (Include Address and Phone Number)	Years Attended	Completed	GPA	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the forgoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____

Signature can be obtained during the interview process.

Please email the completed form to hr@workcare.com or fax to (714) 922-1035.