

Employment Application

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone/ cell		E-mail Address			
Date Available		Social Security No.		Desired Salary	
Position Applied for					
Are you a QMAP?		YES	NO	Do you have dependable transportation?	
				YES	NO
Are you a CNA?		YES	NO	Do you smoke?	
				YES	NO
Do you have your First Aid Cert?		YES	NO	Are you looking for FT or PT? (hours)	
Do you have you have a current TB?		YES	NO	(Tuberculosis Test)	

A birth date and Social Security is needed for a background check prior to hiring. DOB: _____/SS# _____

EDUCATION					
High School			Address		
From	To	Did you graduate?	YES	NO	Degree
Other					
From	To	Did you graduate?	YES	NO	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT	
Company	Phone ()
Address	Supervisor

Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES NO		
Company	Phone ()	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES NO		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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DO NOT WRITE BELOW THIS LINE

Remarks:

Neatness:	Character:
Personality:	Ability:
Hired: _____ ML/TL _____	Position _____ Wage \$ _____
Interviewed by: _____ Date: _____	
Approved by: _____ Date: _____	

Interview Questions

1. Tell me about yourself. (*Background experience, why you would be best for the position?*)

2. Why should I hire you or what can you offer us that someone else can't?
3. What is your greatest weakness?
4. What did you like best and least about your previous job?
5. What is your long-range objective? *In five years I would.....*
6. How do you feel about caring for an elderly/disabled person? Or a person with memory problems?
7. Is there anything in the job description that you're uncomfortable doing?
8. What is most important to you in a job?
9. Do you have knowledge and experience with cooking, and preparing meals for up to eight or more?
10. Do you have experience with house keeping skills such as cleaning, laundry, etc?
11. Are you a person who is able to multi-task and maintain organization?