



**Employment Application**

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States?      YES    NO      If no, are you authorized to work in the U.S.?    YES    NO  
              

Have you ever worked for this company?      YES    NO      If yes, when? \_\_\_\_\_  
      

Do you give Golden Heart Home Care, LLC permission to conduct a criminal background check and disclosure/access to any sealed records regarding previous convictions or activity relevant to a criminal background check?    Yes\_\_ No\_\_

Have you ever worked under another alias or social security number? Yes\_\_ No\_\_

Have you ever been convicted of a felony or plead guilty or no contest to any criminal offense, including a misdemeanor and/or felony before a court or by military court martial? Yes\_\_ No\_\_

Your responses will be verified by a criminal record check with FCSR. Conviction of a criminal offense does not automatically exclude a person from employment but may cause the need for a Good Cause Waiver. Have you ever applied for a Good Cause Waiver? Yes\_\_ No\_\_

If yes to any of the above questions explain: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?    YES    NO    Diploma: \_\_\_\_\_  
      

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?    YES    NO    Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**References**

*Please list three professional references*

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

\_\_\_\_\_

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  
        

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

Federal, state or local law prohibits discrimination in hiring and employment based on age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, veteran's status, citizenship status, or other protected categories. No question included in this application is intended to be used for any unlawful purpose.

I authorize investigation of all statements contained herein of references and employers listed above to give you any of the necessary information concerning my previous employment and any pertinent information that may have personal or otherwise and release the company from all liability for any damages that may result from utilization of such information. I understand that should this application or criminal record check reveal a conviction of a crime of dishonesty or breach of trust, further processing of this application or employment may be terminated.

I understand that I must undergo and pass a drug test as a condition of employment, and that if hired I can be discharged for failure to comply with Golden Heart Home Care, LLC policy on drug use in the work place and be required to sign and abide by the Confidentiality statement, policies, and business conduct standards provided to me during new hire orientation and training.

I understand that this application is not a contract of employment. I further understand that if hired I will be an employee at will and may voluntarily terminate my employment at any time and for any reason and may be terminated by the employer at any time for any reason.

I certify that my answers provided to Golden Heart Home Care, LLC 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: \_\_\_\_\_