

EDUCATIONAL BACKGROUND

List previous three (3) educational institutions attended, beginning with the most recent.

SCHOOL	CITY, STATE/PROVINCE	GRADUATED?		DEGREE(S)/DIPLOMA(S) EARNED.
		YES	NO	
		YES	NO	
		YES	NO	
		YES	NO	

What Nursing or relevant designations, licenses, or registrations if any, do you possess?

Type	Date of Most Recent Registration	Valid in State/Province?	
_____	_____	YES	NO
_____	_____	YES	NO

Do you have the following:

CPR	NO	YES	Last Certified _____
First Aid	NO	YES	Last Certified _____
ACLS	NO	YES	Last Certified _____

PLEASE ANSWER THE FOLLOWING QUESTIONS

What do you think is the most difficult part of nursing or customer service work?

What was the best job you ever had and why?

What was your least favorite job and what did you dislike about it?

Think of the BEST supervisor you have ever had, what characteristics made that person a good manager?

Think of the WORST supervisor you have ever had, what characteristics made that person a poor manager?

How will you be able to contribute to providing seniors with high quality care?

Imagine you have been on your feet and working hard all day. A client that you have been dealing with is rude and impatient, what do you do?

EMPLOYMENTBACKGROUND

Provide the following information beginning with the most recent employer.

EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
JOBTITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE AND PHONE NUMBER		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
MAY WE CONTACT FOR REFERENCE? YES NO LATER		\$	per	
EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
JOBTITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE AND PHONE NUMBER		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
MAY WE CONTACT FOR REFERENCE? YES NO LATER		\$	per	
EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
JOBTITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE AND PHONE NUMBER		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
MAY WE CONTACT FOR REFERENCE? YES NO LATER		\$	per	
EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
JOBTITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE AND PHONE NUMBER		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
MAY WE CONTACT FOR REFERENCE? YES NO LATER		\$	per	

EMERGENCY CONTACT INFORMATION

In case of emergency, please contact the following person:

Name: _____

Address: _____

Phone: _____

Alternate Phone: _____

Relationship: _____

REFERENCES

List the name, relationship, number of years acquainted, and phone number of three references. (No relatives please).

NAME	RELATIONSHIP	YEARS ACQUAINTED	PHONE NUMBER

I certify that all the information I have provided is true, complete and correct.

The information contained within this application, or any cover letter or resume attached is not shared with any third parties. The information is used by the employer only as an aid in the hiring decision making process.

The applicant, by signing the application, gives the employer consent to collect the information contained herein and use it for the purpose specified.

I authorize this company to investigate all statements contained in this application. I understand that any misrepresentation or omission of facts is the cause for immediate disqualification and/or if employed, immediate dismissal.

I understand that if I am hired, I will be required to provide criminal background check at my cost, proof of identity and legal authority to work in Illinois/US, proof of certifications or educational qualifications, and a drivers abstract (if applicable).

Furthermore, I understand and agree that if employed, I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same rights to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not in any way constitute an agreement or contract for employment.

Applicant's Signature: _____

Date: _____

For office use only:

Date application received: _____

Date applicant contacted: _____

Notes:
