

# Abundant Personal Care Services

11 Sandpiper Court Seaside, CA 93955  
(831) 601-0980 OR 444-9500

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## ABUNDANT PERSONAL CARE SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER

State and federal laws prohibit discrimination in employment because of race, color, national origin, ancestry, sex, religion, age, mental or physical disability, veteran status, medical condition, marital status, sexual orientation, pregnancy, or any other characteristic protected by federal, state or local law.

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**NOTE:** Please answer all questions completely and accurately. False or misleading statements during the interview and/or on this form are grounds for terminating the application process, or if discovered after employment, terminating the employment relationship.

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## PERSONAL INFORMATION

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Please print clearly. Use additional pages as necessary.

1. Name: \_\_\_\_\_  
Last First Middle

2. Address: \_\_\_\_\_  
Street City State Zip

3. Telephone Number: (\_\_\_\_) \_\_\_\_\_ Alt # (\_\_\_\_) \_\_\_\_\_

4. E-Mail Address: \_\_\_\_\_

5. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

6. Are you at least 18 years old?  Yes  No, If employed and under the age of 18, can you furnish a work permit?  Yes  No

7. Do you have a legal right to work in the United States?  Yes  No  
If employed, you will be required to provide proof.

8. Have you applied to Abundant Personal Care Services for employment in the past?  Yes  No  
If yes, when? \_\_\_\_\_ Position applied for: \_\_\_\_\_

9. Do you have any relatives currently employed by Abundant Personal Care Services?  Yes  No  
If yes, who? \_\_\_\_\_ What relation to you? \_\_\_\_\_

10. Have you ever used another name that we would need in order to verify your employment experience and education?  
 Yes  No If yes, indicate such name and the date the name changed: \_\_\_\_\_

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**11. Have you been convicted of a crime (felony/misdemeanor), or entered a plea of guilty/no contest to a crime?**  Yes  No

*Do not disclose convictions related to the possession or use of marijuana more than two years ago.*

If yes, state when, where, and the nature of such conviction: \_\_\_\_\_

*(In accordance with company policy, this information will be reviewed for job-relatedness and time since last conviction.)*

**12. Are you currently employed?**  Yes  No

If yes, may we contact your current employer at anytime?  Yes  No

You may contact my current employer, but only when: \_\_\_\_\_

## POSITION

**1. Position for which you are applying:** \_\_\_\_\_

First Choice

Second Choice

**2. Salary/wage desired:** \_\_\_\_\_ per \_\_\_\_\_

**3. Are you available to work:**  Full-Time  Part-Time  Temporary  On-Call  
 Evenings  Weekends  Overtime  Split Shift  
 Other: \_\_\_\_\_

**4. When would you be available to start working?** \_\_\_\_\_

**5. How did you hear about the availability of the position for which you are applying?**

Newspaper Advertisement  Employment Agency  Current Employee  
 Friend  Relative  Walk-In  Other: \_\_\_\_\_

**6. If the position for which you are applying requires the use of a vehicle, do you have a valid driver's license?**  Yes  No

License #: \_\_\_\_\_ Class: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**7. Have you been given a Job Description, or have the requirements of the job been explained to you?**

Yes  No

Do you understand these requirements?  Yes  No

**8. Can you perform any or all of the job functions for the position you are seeking, either with or without reasonable accommodation?**  Yes  No

**9. Can you meet the attendance standards of our company, which requires all employees to report for work on time for all scheduled days or shifts?**  Yes  No



# EMPLOYMENT EXPERIENCE

**Directions:** Begin with your present or last job. Account for all periods of time, including military experience, and periods of unemployment and the nature of your activities. Since we will make every effort to contact previous employers, the correct telephone numbers are appreciated.

**THE FOLLOWING MUST BE COMPLETED IN DETAIL— RESUMES ARE NOT ACCEPTED IN LIEU OF THIS INFORMATION.**

1.

Employer		Dates Employed		Key Responsibilities
		From	To	
Address				
		<input type="checkbox"/> Full- <input type="checkbox"/> Part-		
Telephone Number ( ) ( )	Supervisor's Name, Title and Telephone Number ( )			
Job Title		Hourly Rate/Salary		
		Start	Final	
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Laid off <input type="checkbox"/> Discharged				
Why?				

2.

Employer		Dates Employed		Key Responsibilities
		From	To	
Address				
		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		
Telephone Number ( ) ( )	Supervisor's Name, Title and Telephone Number ( )			
Job Title		Hourly Rate/Salary		
		Start g	Final	
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Laid off <input type="checkbox"/> Discharged				
Why?				

3.

Employer		Dates Employed		Key Responsibilities
		From	To	
Address				
		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		
Telephone Number ( ) ( )	Supervisor's Name, Title and Telephone Number ( )			
Job Title		Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Laid off <input type="checkbox"/> Discharged				
Why?				

4	Employer	Dates Employed <i>from _____ to _____</i>	Address	Job Title
5	Employer	Dates Employed <i>from _____ to _____</i>	Address	Job Title
6	Employer	Dates Employed <i>from _____ to _____</i>	Address	Job Title
7	Employer	Dates Employed <i>from _____ to _____</i>	Address	Job Title

## EDUCATION and TRAINING

TYPE of SCHOOL	SCHOOL NAME, CITY and STATE	MAJOR	Circle Last Year
High School			9 10 11 12
Community College		From: To:	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No 1 2
College/University		From: To:	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No 1 2 3 4
Graduate School		From: To:	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No 1 2 3 4
Business/Trade/Night School		From: To:	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No 1 2 3 4

## EMPLOYMENT REFERENCES

List here and complete one form to be sent to each reference (included in this packet)

Name	Business Relationship	Organization/Address	Telephone
			( )
			( )
			( )

# CERTIFICATION

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**DIRECTIONS: PLEASE READ AND INITIAL THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION FORM**

I hereby certify that I have personally completed this application and that the answers given by me to the foregoing questions and statements are true and complete and that no material fact has been omitted. I understand that any false statements appearing on this or any other employment form will be sufficient reason to end further consideration of this application and not hire me; if discovered after my employment, such false statement will be sufficient reason for dismissal from the services of Abundant Personal Care Services regardless of the time that has elapsed before discovery.

I authorize the company or it's designated agents to contact my references and to investigate my past employment, credit history, education credentials, Department of Motor Vehicles driving record, and other employment-related activities, without giving me prior notice of such disclosure. I agree to cooperate in such investigations and release those parties supplying such information to the company from all liability or responsibility with respect to information supplied to the company.

I request, authorize and consent to the procurement of an Investigative Consumer Report and understand that it may contain information about my background, mode of living, character, personal characteristics and general reputation. This authorization in original or copy format, shall be valid for one year from the date indicated next to my signature below. According to the *Fair Credit Reporting Act*, I will be notified if employment is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided.

I understand that filing this application in no way assures me a position with the company, and that this application is not, and is not intended to be, a contract of employment. I understand that if employed, my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, and at the option of either the company or myself. I further understand that no one other than the owners of the company have authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If employed by the company, I agree to abide by the rules, policies and procedures of the company and subsequent rules, policies and procedures that may become effective after employment. I understand that my initial and continued employment may be contingent upon the successful completion of a medical examination, and such examination may include drug and alcohol screening. I understand that Abundant Personal Care Services believes strongly in a drug-free work environment and agree to abide by the drug and alcohol policies of Abundant Personal Care Services during the time of my employment.

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Signature of Applicant

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Date