



Employment Application

Date _____ Name _____

Present address _____

City _____ State _____ ZIP Code _____

Home phone _____ Alternative phone _____ Email _____

Are you 18 years of age or older? Yes No

Are you legally eligible for employment in the United States? Yes No

(If offered employment, you will be required to provide documentation to verify eligibility)

How did you hear about Comforts of Home? _____

Name of friends and/or family employed by Comforts of Home _____

Position Interest

Position applying for _____

Earliest date available to start _____ COH location _____

Salary desired _____ Check preference Full time Part time On call

Shift preferred AM Shifts PM Shifts NOC Shifts

Education and Training

Institution	City/State/Zip	Degree	Field of study
High School			
College/University			
Other training			

List current professional licenses, registration, and professional organizations or affiliates, if any. Please include license/registration numbers, state of issuance, date issued, and expiration date:

Employment Experience

Please list your job history, beginning with your present status and noting any periods in which you were not employed.
May we contact your present/past employees to verify the information below? Yes No

Employer _____ Address _____
Phone _____ Supervisor's name and phone _____
Date started _____ Date ended _____
Start position _____ Ft Pt End position _____ Ft Pt
Start pay _____ End pay _____
Reason for leaving _____

Employer _____ Address _____
Phone _____ Supervisor's name and phone _____
Date started _____ Date ended _____
Start position _____ Ft Pt End position _____ Ft Pt
Start pay _____ End pay _____
Reason for leaving _____

Employer _____ Address _____
Phone _____ Supervisor's name and phone _____
Date started _____ Date ended _____
Start position _____ Ft Pt End position _____ Ft Pt
Start pay _____ End pay _____
Reason for leaving _____

Security Information

Have you been convicted of a crime (other than a minor traffic offense)? Yes No

If yes, nature and date of conviction(s) _____

(A conviction will not necessarily disqualify you from employment, rather factors such as recency and job-relatedness of any conviction will be considered)

References

Please provide names of three individuals who are familiar with your work and/or academic background. Individuals listed should not be relatives or currently employed by Comforts of Home.

Name	Address	Phone #	Relationship to applicant
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Please include any other information you feel pertinent to this application _____

Applicant's Certification and Signature

I certify that the facts I have provided in this employment application are true and complete to the best of my knowledge. I authorize Comforts of Home to verify their accuracy and to obtain reference information on my work experience and I release Comforts of Home and all those providing information from all liability that may arise out of or result from providing this information.

I understand and agree that any misrepresentation or omission of a fact in my application may be justification for not being hired or, if hired, termination of employment by Comforts of Home.

I understand that business needs at times make conditions such as the following mandatory: overtime, shift work, and rotating work schedules. I understand and accept these conditions.

I understand that should an employment offer be extended to me and accepted that I fully adhere to the policies, rules, and regulations of employment of Comforts of Home. I further understand that neither the policies, rules, and regulations of employment or anything contained in this employment application or in the granting of an interview is intended to create an employment contract between me and Comforts of Home for either employment or for the providing of any benefit. No promises regarding continued employment have been made to me and I understand that no such promise or guarantee is binding on Comforts of Home unless in writing. I understand that any employment offered is for an indefinite duration and at-will and that Comforts of Home may terminate employment at any time with or without notice or cause.

I have read and understand the above statements.

Signature	Printed Name	Date
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