



Employment Application Form

**PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE**

Personal Information

PLEASE COMPLETE ALL QUESTIONS, PAGES 1-4				Date:	
Name:	Last:	First:	Middle:		
Present Address:	Street:	City:	State:	Zip:	
How long at this address?:		Social Security No.: - -			
Home Phone: () -		Business Phone: () -		Cell Phone: () -	
Please list age (if under 18):		Please indicate the days and times you are available to work:			
Position applied for:		<input type="checkbox"/> Anytime			
Have you ever applied here before: Yes No		Mon – From: To: Thr – From: To: Tue – From: To: Fri – From: To: Wed – From: To: Sat – From: To: Sun – From: To:			
Salary range desired:					
How many hours can you work weekly?		Are you available to work nights? <input type="checkbox"/> Yes <input type="checkbox"/> Some <input type="checkbox"/> None			
Are you available to work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> Some <input type="checkbox"/> None		Would you consider overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employment desired: <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME <input type="checkbox"/> FULL-TIME ONLY					
Are you legally authorized to work in the US:? <input type="checkbox"/> Yes <input type="checkbox"/> No		When are you available to start work?:			
Where did you hear about us?		Email address:			

Education Information

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (City, State)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. Or Trade School				
Professional School				

Have you ever been convicted of a crime?

☐ Yes ☐ No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation (A conviction will not necessarily result in the denial of employment):

Have you ever worked under a different name?

☐ Yes ☐ No

If YES, what was it and what was the reason?

Do you have any relatives or friends that work for the Company?

☐ Yes ☐ No

If YES, what is their name?

In Case of Emergency, Please Contact:

Name:
Home Phone:

Relation:
Business Phone:

**APPLICATION FOR EMPLOYMENT (Continued)**

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Do you have a driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have active auto insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a car?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, How would you get to work?	
Driver's License No.:	State of Issue:	Expiration Date:	
Have you had any accidents during the past three years?	<input type="checkbox"/> No <input type="checkbox"/> Yes	How many?	_____
Have you had any moving violations during the past three years?	<input type="checkbox"/> No <input type="checkbox"/> Yes	How Many?	_____

Personal Reference Information

List two personal references.

Name: _____

☐ Friend ☐ Co-worker ☐ Supervisor
☐ Current Client ☐ Former Client

Company: _____

Address: _____

Telephone where person can be reached 9a – 5p

(____) _____

Name: _____

☐ Friend ☐ Co-worker ☐ Supervisor
☐ Current Client ☐ Former Client

Company: _____

Address: _____

Telephone where person can be reached 9a – 5p

(____) _____

An application form sometimes makes it difficult to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications to work in the field of supportive services. Please note any professional or volunteer experience with support providing or caregiving.

Why are you interested in becoming a support provider?

Describe some of your volunteer work:

Please check any Certification(s) you currently process:

☐ DSP Certification☐ CNA☐ ARF Administrator☐ LVN☐ CPR Certification☐ RN☐ First Aid Certification



APPLICATION FOR EMPLOYMENT (Continued)
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Work Experience Please list **at least two** of your work experiences for the past five years **beginning with your most recent job held. If you were self-employed, give company name.** Attach additional sheets if necessary.

Name and address of employer:	Name of last supervisor	Employment dates	Pay or salary
		From: To:	Start: Final:
Phone number:	Your Last Job Title:		
Reason for leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked here:			

Name and address of employer:	Name of last supervisor	Employment dates	Pay or salary
		From: To:	Start: Final:
Phone number:	Your Last Job Title:		
Reason for leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked here:			

Skill Information

How would you rate yourself on your experience with the following aspects of providing support ?				
1 = No Experience 2 = Some Experience 3 = Good Experience 4 = Excellent Experience				
Companionship	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Meal Preparation	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Light Housekeeping	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Bathing / Showering	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Dressing / Grooming	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Transferring	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Incontinence Care	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Promoting Physical and Emotional Wellbeing	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Comments				

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

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In exchange for the consideration of my job application by Branville Homes, LLC (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Branville Homes, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and Branville Homes may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I also understand that (1) the Company has a drug and alcohol policy that provides for possible pre-employment testing (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I hereby release any and all prior employers or current employers from liability or claims arising out of the provision of information about my employment with such employer. I hereby waive any cause of action I might otherwise have against such employer arising out of the provision of information concerning my employment.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE. I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

Signature of applicant: _____ Date: _____

Printed name: _____

Branville Homes is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.

Please return this application to our office at your earliest convenience.



Branville Homes

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(323) 455-0047**