

Office/Administration Application

APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

Date _____

Last name _____ First name _____ M.I. _____

SS # _____ Maiden name _____

Address _____ Phone _____

City _____ State _____ Zip _____

Home phone _____ Cell phone _____

Email address _____ Message phone _____

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work) Yes No

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

If yes, explain: _____

Have you ever been terminated from employment or asked to resign by an employer? Yes No

If yes, please provide company names and details: _____

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

Did you sign a non-compete clause in your most recent position? Yes No

If yes, state where and when it ends: _____

Position Applied For: _____ Are you currently employed? Yes No

Have you ever been employed by any division of Home Care by Black Stone before? Yes No

If yes please explain: _____

Do you know anyone who works for our company? Yes No If yes, who? _____

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for?

Yes No If yes, explain: _____

Computer Skills (please describe): _____

Education

High School

College

Other

School Name _____

School City, State _____

Graduated Yes No Yes No Yes No

Degree or major _____

EMPLOYMENT HISTORY Include your last three (3) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

1. From _____ Employer Name _____ Pay Rate _____

To _____ Position _____ Supervisor _____

Reason for Leaving _____

2. From _____ Employer Name _____ Pay Rate _____

To _____ Position _____ Supervisor _____

Reason for Leaving _____

3. From _____ Employer Name _____ Pay Rate _____

To _____ Position _____ Supervisor _____

Reason for Leaving _____

Please read carefully before signing.

Black Stone is an equal opportunity employer. Black Stone does not discriminate in employment based on race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Black Stone to hire me. If I am hired, I understand that either Black Stone or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Black Stone has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Black Stone true and complete information on this application. No requested information has been concealed. I authorize Black Stone to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature: _____ Date _____