



APPLE PATCH

“Promoting a life of independence for adults with mental retardation.”

Employment APPLICATION

Date of Application: _____

AN EQUAL OPPORTUNITY EMPLOYER: IMPORTANT – Apple Patch Community, Inc. considers applicants for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, the presence of non-job related medical condition or disability, or any other legally protected status.

PERSONAL INFORMATION - PLEASE PRINT

Name: _____ SSN: _____
(Last) (First) (MI)

Address: _____

City, State and Zip Code: _____

Home Phone: _____ Work Phone: _____ E-mail: _____

Position(s) applied for _____

How did you learn about the position? _____

Please describe your reason(s) for applying with Apple Patch Community, Inc. _____

Have you applied for work with Apple Patch Community, Inc. in the past? () Yes () No
If yes, for which position(s)? _____

Federal laws require employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, all offers of employment are subject to verification of each applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment. Are you authorized to work for all employers in the United States on a full-time basis, or only for your current employer?

() All employers () Current employer only

Are you less than 18 years of age? () Yes () No
If yes, state age: _____ (Proof of age may be required after job offer.)

Do you have any relative employed by Apple Patch Community, Inc?
If so, whom? _____

Have you ever been convicted of a crime? (Do not include convictions which have been sealed or expunged.) () Yes () No

If yes, state nature of offense, when, where and disposition. _____

(Conviction of a crime does not necessarily preclude consideration of your employment.)

If your job requires it, are you willing to transport clients? () Yes () No

Do you hold a valid Driver's License? () Yes () No

(If you are selected for employment, Apple Patch Community, Inc. will require you to show your license and will check your driving record if driving is an essential requirement of the position.)

Apple Patch Community, Inc. does process a criminal records check and pre-employment drug screening on all employees.

EDUCATIONAL HISTORY

School Name	Location (city, state)	Major course or subject	Number of years attended	Graduated Yes No	Degree Year
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High school

College(s)

Other education/training.

List any scholarships, academic honors and special achievements.

Special Skills (only if relevant to the position for which you are applying)

Typing () Yes Words per minute _____ () No

Computer skills – indicate types and models as well as software with which you are proficient:

Summarize other special skills and qualifications relating to the position:

List any licenses/certificates held (include first aid/CPR and expiration dates of these:

EMPLOYMENT RECORD

Starting with the present or most recent, list all previous employers/Military experience.

Date of Employment (Month/Year)	Position	Base Salary
From _____ to _____		
Firm name _____	Type of Business _____	Name/title of immediate supervisor _____

Street address _____	City, State, Zip _____	Phone _____

Responsibilities _____	Reason for leaving _____	

If still employed, may we contact your present employer? () Yes () No		

Date of Employment (Month/Year)	Position	Base Salary
From _____ to _____		
Firm name _____	Type of Business _____	Name/title of immediate supervisor _____

Street address _____	City, State, Zip _____	Phone _____

Responsibilities _____	Reason for leaving _____	

If still employed, may we contact your present employer? () Yes () No		

Date of Employment (Month/Year)	Position	Base Salary
From _____ to _____		
Firm name _____	Type of Business _____	Name/title of immediate supervisor _____

Street address _____	City, State, Zip _____	Phone _____

Responsibilities _____	Reason for leaving _____	

If still employed, may we contact your present employer? () Yes () No		

Additional Information/Comments Please use the following space to account for any gaps in your employment. Also, if your employment records are under another name, please provide other names here, _____

Professional Work References List three professional references who have knowledge of your qualifications. Do not list family members or personal friends.

Name	Title/Relationship	Company Name Address (street, city, state, zip)	E-mail	Day Phone # Occupation	May we contact now? If no, when?

Pre-employment Testing

In connection with your application for employment, you may be required to undergo written pre-employment testing. If you are asked to take such a test and would like an accommodation in this testing process because of a disability, please notify your employment interviewer at the time he or she informs you that a test is required.

PRE-EMPLOYMENT STATEMENT (Please read carefully and sign the statement below.)

I understand and agree that:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification of refusal of employment, or if employed, termination from Apple Patch Community, Inc.'s employ.
2. Any offer of employment I may receive from Apple Patch Community, Inc. is contingent upon my successful completion of the company's total pre-employment screening process, including the company's receiving references that it considers satisfactory and my satisfactory completion of any post-offer pre-employment medical examination that the company may require. I also agree, when employed, to submit to a medical examination at any time at the company's request. I hereby consent to have the results of any post-offer pre-employment or post-employment medical exams I may be required to take disclosed to Apple Patch Community, Inc.
3. I understand as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of Apple Patch Community, Inc. I hereby consent to have the results of any such alcohol or drug screening I may be required to undergo disclosed to Apple Patch Community, Inc.
4. It is my understanding Apple Patch Community, Inc. will make a thorough investigation of my entire work history and then verify all data given in my application for employment, related papers or oral interviews. I authorize such investigation and the giving and receiving of any information requested by Apple Patch Community, Inc. and I release from liability any person giving or receiving any such information. I understand falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.

5. I understand if I am employed, such employment is for no definite period of time unless specified by contract, and that Apple Patch Community, Inc. can change wages, benefits and conditions at any time. I further understand this is an application for employment and no employment contract is being offered.

6. While Apple Patch Community, Inc. will attempt to accommodate individual scheduling preferences, the nature of our work make the following conditions mandatory: Overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these conditions of my continuing employment.

Signature of Applicant: _____

Date: _____

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