

HEART & HANDS

Private Home Care

1823 Old Ocilla Road
 P.O. Box 2199
 Tifton, GA 31793
 (229)388-1888 Fax 388-9453
 Toll Free 1-800-720-4616

2001 Palmyra Road
 P.O. Box 3007
 Albany, GA 31706
 (229)430-8033 Fax 430-8036
 Toll Free 1-888-465-8229

Application For Employment

201A Sheraton Boulevard
 Macon, GA 31210
 (478)745-0404 Fax 745-5008
 Toll Free 1-888-260-9484

Note: Please answer all questions. Be sure to date and sign this application. Applicants may request assistance, if needed, to complete the application.

PERSONAL DATA

Name: _____ SS #: _____
Last First MI

Present Address: _____
Street City State Zip

Telephone: _____ Telephone number other than home where you can be reached: _____

Position applying for: _____ Date available for work: _____

This application is for Full-Time _____ Part-Time _____ Weekends _____

Have you worked for H & H before? _____ If yes, when? _____

If previously employed under a different name, please indicate that name: _____

Do you have relatives employed by H & H? _____ If yes, indicate name & relationship: _____

In case of emergency, please notify: _____
Name Relationship

Address _____ Telephone _____

Have you ever been convicted of a violation of any federal, state, county or municipal law, other than minor traffic violations? Yes _____ No _____ If yes, Explain: _____

EDUCATIONAL BACKGROUND

Education <i>Circle Highest Grade Completed</i>	Name & Address of School	Course of Study	Degree Received
High School 9 10 11 12			N/A
College 1 2 3 4			
Graduate School 1 2 3 4			
Other/Trade School 1 2			

EDUCATIONAL BACKGROUND *(Cont'd)*

Please list any additional courses, workshops or seminars that relate to the position you are applying for: _____

Are you currently enrolled in school? _____ Where? _____

Course of study: _____ Expected date of graduation: _____

Fields of work for which you are licensed, registered or certified: _____

Professional license number: _____ Issued: _____

Expires: _____ Renewal #: _____

U.S. MILITARY SERVICE

Branch: _____ Last Rank: _____

Date Entered: _____ Date Discharged: _____

EMPLOYMENT RECORD

We require a 6 year work history. Begin with the most recent employer. Include prior employment with Heart & Hands.

Employer	Job Title		
Address	Job Responsibilities		
Phone Number			
Date Began	Date Left	May we contact?	
Immediate Supervisor	Ending rate of Pay	Reason for Leaving	

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EMPLOYMENT RECORD *(Cont'd)*

Employer _____			Job Title _____		
Address _____			Job Responsibilities _____		
Phone Number _____			_____		
Date Began _____	Date Left _____	May we contact? _____	_____		
Immediate Supervisor _____		Ending rate of Pay _____	Reason for Leaving _____		

Employer _____			Job Title _____		
Address _____			Job Responsibilities _____		
Phone Number _____			_____		
Date Began _____	Date Left _____	May we contact? _____	_____		
Immediate Supervisor _____		Ending rate of Pay _____	Reason for Leaving _____		

GENERAL INFORMATION

Please describe your personal qualifications relative to the position for which you have made application. List any skills or abilities you wish considered. Include skills with equipment or machines you operate, computer skills, knowledge of special techniques or procedures, typing speed, etc. Please indicate wage expected.

REFERENCES

List three personal references. Please include address and telephone number.

1. _____
Address: _____ Telephone: _____

2. _____
Address: _____ Telephone: _____

3. _____
Address: _____ Telephone: _____

APPLICANT'S STATEMENT

1. **Verification:** I hereby certify that all answers given in this application (including supplements) are true and complete to the best of my knowledge. I understand that any misrepresentation or omission of facts given in my application and /or interviews may be sufficient cause for dismissal when discovered.
2. **Application:** I understand that completion of this application by me does not indicate there are any positions available and does not in any way obligate Heart & Hands.
3. **Authorization and Release:** I authorize Heart & Hands to make inquiries into all statements made by me and to obtain any information, transcripts, records or documents pertaining to my background including but not limited to my personal, employment or financial history and other related matter. I authorize all school, individuals and employers to respond to inquiries in connection with my application. I hereby release all parties, including Heart & Hands, from any and all liability or damages arising there-from.
4. **Employment-At-Will:** I understand that this Employment Application and other Heart & Hands documents are not promises or contracts of employment. Should I be employed, I understand that my employment will not be for any particular period of time and will be at will. I can therefore terminate my employment with or without cause and with or without notice at any time and Heart & Hands has a similar right. I understand that no manager or representative of Heart & Hands has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing, except that the corporate President and Vice President may do so in writing, requiring both signatures.
5. **Health Statement and Requirements:** I understand that I may be required to complete a health statement after an offer of employment has been made. I release Heart & Hands of any and all liability incident to the statement.
6. **Alcohol and Drug Testing:** I agree to submit to a urinalysis and /or blood test for the presence of drugs or alcohol and understand that my offer of employment will be contingent upon the results to Heart & Hands and release Heart & Hands from any and all liability incident to the testing.
7. **Heart & Hands Policies:** If this application is considered favorably, I agree to abide and comply with all rules and policies of Heart & Hands. I understand that if I do not do so, I may be subject to disciplinary action, up to and including discharge.

_____ YES _____ NO I have read each of the above statements.

Date _____ Signature _____

This application for employment shall be considered active for 45 days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time.