

Caring Alternatives, Inc.

Application for Employment

Employees of CAI and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, creed, religion, sex, national origin, political affiliation, legal age, height, weight, marital status, familial status, handicap or veteran status.

CAI Use Only

Date: _____ Position Sought: _____
References Attached: _____ Resume Attached: _____
List Other Attachments: _____
Forward To: _____
Results: _____

Personal Information

Full Legal Name _____ Telephone: _____ Cell _____
Email _____ S S Number _____ Former Name _____
Current Address _____ City _____
ST _____ Zip _____ Years of Residence _____ Prior Address _____

General Information

Are you over 18? _____ Do you have a valid driver's license? _____ Do you have a dependable auto? _____
Do you have auto insurance? _____ Who referred you to CAI? _____
Have you filed an application here before? _____ Have you worked here before? _____ When? _____
Do you have relatives who work or receive services from CAI? _____ Are you a US Citizen? _____, If no list VISA status _____
List languages that you are fluent in? _____ Are you a veteran of US Military Service? _____, If yes
List Branch _____
Have you ever been convicted of a law violation (s) including moving traffic violation? _____
Is there any reason you would not pass a drug test? _____
Is there any reason you could not be bonded? _____ Has bonding ever been denied or terminated? _____

Employment

Position Desired _____ Wage Requirements _____ Available Start Date _____

I **CANNOT** work (circle all that apply)

Full Time Overtime Part Time 24-Hour Assignments Weekend Assignments Stand-By Assignments Split Shifts
Contingent (without a guaranteed amount of hours per week) Days Afternoons Nights Specific Days Listed on Back

Describe your experiences in the position you are applying for, use back of page if necessary:

Education (Attach all relevant documents, licenses, etc.)

High School Name & Location _____ Did you graduate? _____ Highest Grade Completed? _____
Course of Study _____

Trade School Name & Location _____ Did you graduate? _____
Course of Study _____

College Name & Location _____ Did you graduate? _____ Highest Grade Completed? _____
Course of Study _____

Special Training, Qualifications, and Skills

Personal References (Do not list relatives or employers.)

Name
Telephone
Occupation
Years Known

Name
Telephone
Occupation
Years Known

Name
Telephone
Occupation
Years Known

Employment References (Start with current or most recent job.)

May we contact your present employer?

Job Title _____ Duties _____
Employer _____ Address _____
Contact Name _____ Phone Number _____
Start Date _____ End Date _____ Reason For Leaving _____

Job Title _____ Duties _____
Employer _____ Address _____
Contact Name _____ Phone Number _____
Start Date _____ End Date _____ Reason For Leaving _____

Job Title _____ Duties _____
Employer _____ Address _____
Contact Name _____ Phone Number _____
Start Date _____ End Date _____ Reason For Leaving _____

Additional Comments

State here any additional information you feel may be helpful to us in considering your application.

Applicants Statement

I hereby certify that all entries on this application and attachments are true and complete and I agree that falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment with CAI. I understand that all information on this application is subject to verification and I consent to references, former employers, and educational institutions listed being contacted in regards to this application. I further authorize CAI to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies or systems on a need-to-know basis for good cause shown as determined by CAI. I agree that any offer of employment is contingent upon my consent to conduct, and CAI's acceptance of, employability verification, criminal background check, drug/alcohol screening, physical, driving/insurance status, professional license/certificate status. I understand that if hired, my employment relationship with CAI may be terminated by either of us, at will.

Signature of Applicant

Date

Stop – For CAI Staff Use Only

Personal Reference Check Date _____ By _____ Employment History Check Date _____ By _____
Interviewed By _____ On _____ Second Interview With _____ On _____

Main Office
2092 South Custer
Monroe, MI 48161
(734) 242-8711

South County Office
7400 Lewis Avenue
Temperance, MI 48182
(734) 847-4986