

VNA NORTHWEST, INC.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

VNA Northwest, Inc. is an equal opportunity employer. As set forth under State and Federal Law, VNA Northwest, Inc. will not discriminate, except in the case of a bona fide occupational qualification or need, on the basis of race, color, religious creed, age, sex, marital status, sexual orientation, national origin, ancestry, present or past history of mental disability, mental retardation, learning disability, or physical disability with respect to hiring, compensation, promotion, discharge, or other terms and conditions of employment.

Position Applied For: _____ Date: _____

(If applicable a copy of current license/certification will be required upon employment)

Name: _____

Current Address:

Telephone number: _____

IF YOU HAVE LIVED AT THE ABOVE ADDRESS LESS THAN 12 MONTHS, LIST PREVIOUS ADDRESS:

Are you legally authorized to accept employment in this country?

YES NO (Proof of citizenship or immigration status will be required upon employment):

If employed and you are under 18, can you furnish a work permit? _____

Do you have adequate means of transportation to get to work on time each day and when called in on short notice?

YES NO If no, please explain:

Have you served in the military? [] YES [] NO

If yes, state the type of military discharge received.

Date you can begin work _____

Shifts you can work - 1st (8:00 a.m. – 4:00 p.m.) _____

You may be required to work overtime as VNA Northwest, Inc. determines necessary.

Will you work overtime whenever scheduled or requested? [] YES [] NO

If no, please explain.

You may be required to work weekends and/or holidays as VNA Northwest, Inc. determines necessary. Can you work weekends and/or holidays whenever scheduled or requested? [] YES [] NO

If no, please explain.

Is there any reason you cannot perform the duties and responsibilities of the position for which you are applying with or without reasonable accommodation?

Would you accept part-time work? [] YES [] NO

Would you accept temporary work? [] YES [] NO

Other skills you possess

If applying for an office position:

Typing: Approx. WPM ___ COMPUTER SOFTWARE PROGRAMS:

Word Processing _____

Spreadsheet _____

Accounting _____

Other _____

Business machines you can operate:

Long range occupational goals:

EDUCATION

Did You Graduate?

List Degree received _____

Name of School Education	Major or Year completed	When	and Location	Subjects
=====				

High School

College

Special Schooling or Training

Professional License Number: _____ Exp. Date: _____

CPR Certification: _____ Exp. Date: _____

List training, skills or experiences you feel are applicable to the position for which you are applying.

{Amount of education considered necessary will vary according to job applied for}.

EMPLOYMENT HISTORY

List all previous employers for whom you have worked during the last five years.
Explain any lapses between times when employed.

1.	COMPANY NAME SUPERVISOR	DATES TO/FROM	LAST POSITION	REASON FOR LEAVING
	LOCATION			WORK PHONE
=====1				
2.	COMPANY NAME SUPERVISOR	DATES TO/FROM	LAST POSITION	REASON FOR LEAVING
	LOCATION			WORK PHONE
=====				
3.	COMPANY NAME SUPERVISOR	DATES TO/FROM	LAST POSITION	REASON FOR LEAVING
	LOCATION			WORK PHONE
=====				
4.	COMPANY NAME SUPERVISOR	DATES TO/FROM	LAST POSITION	REASON FOR LEAVING
	LOCATION			WORK PHONE
=====				
5.	COMPANY NAME SUPERVISOR	DATES TO/FROM	LAST POSITION	REASON FOR LEAVING
	LOCATION			WORK PHONE
=====				

Comments regarding lapses in employment, if applicable:

Have you ever been discharged from a job or forced or asked to resign?

YES NO

Make any comments you feel we should know when we contact your previous employers:

List the name and current address of four individuals (not relatives or former employees) who can provide a personal reference:

I understand and agree that any false statement or omission of requested information made by me as a part of this application, in the interview or orientation process or on any other employment form, may result in my immediate dismissal, refusal of employment or the withdrawal of any job offer.

I also recognize that this application is not a contract of employment, nor should any of its terms be considered part of any employment contract. I understand that employment at VNA Northwest, Inc. is employment-at-will. I further understand that no VNA Northwest, Inc. employee or representative has authority to enter into a contract regarding my employment or in any way changing the at-will status of my employment except for the Executive Director of VNA Northwest, Inc. and then only by means of a signed written contract.

By signing below, I give permission to VNA Northwest, Inc. to perform a comprehensive background check and to receive a copy of any information obtained in the file of any federal, state or local court or governmental agency concerning or relating to me and to provide that information to any client with whom I may be placed as an employee of VNA Northwest, Inc., if applicable. I further consent to the release of such information and waive any right under the law concerning notification of the request for a release of such information and will not hold the releaser, organization obtaining the information or VNA Northwest, Inc. liable for anything related to the disclosure or receipt of

information. I understand the scope of the background investigation will be limited as required by applicable law.

I understand that and agree that any false statement or omission of requested information made by me as part of this application may result in the immediate termination of my services by VNA Northwest without prior notice. I also understand and authorize VNA Northwest to update this information and perform updated background checks as may be necessary during the course of my employment by VNA Northwest.

I certify that the statements made by me on this application are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatements of fact or intentional omissions of fact, I am subject to criminal penalties prescribed by law.

(Signature)

(Date)

Revised: 7/18/19

VNA NORTHWEST, INC.

REQUEST FOR EMPLOYEE INFORMATION

TO:

(Company/Agency Name)

The applicant who has signed the authorization and release below has referred us to you for a record of service, ability and character.

We appreciate a confidential statement in the space provided below:

Name _____ Social Security No. _____

Employment from _____ to _____ Position _____

Rate of pay _____ Reason for leaving? _____

Were services satisfactory? _____ Would you rehire? _____

If not, why? _____

Signature _____ Position _____

I am being considered for employment at VNA Northwest, Inc. I desire to have them fully advised of my records, job performance and character as a former employee of your agency.

I authorize the above employer to furnish the above information to VNA Northwest, Inc. and I hereby release VNA Northwest, Inc. and the above-named employer and all its officers, agents, and employees who supply such information to VNA Northwest, Inc. from any and all liability and/or damage arising out of the release or use of such information.

Signature _____ Date _____

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Signature _____ Date _____