

## Application For Employment

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Position Applying For \_\_\_\_\_

Date you can Start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Employment Sought:

FULL TIME

PART TIME

### EDUCATION

High School \_\_\_\_\_ Location \_\_\_\_\_

Did you Graduate \_\_\_\_\_

College \_\_\_\_\_ Location \_\_\_\_\_

Degree \_\_\_\_\_

Trade/Business/Graduate School \_\_\_\_\_ Location \_\_\_\_\_

Degree \_\_\_\_\_

### EMPLOYMENT HISTORY (Most Recent First)

Are you currently employed? YES  NO  If yes, may we contact your employer? \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Responsibilities \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Responsibilities \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Responsibilities \_\_\_\_\_

For office use only  
Qualification

Location

Availability

Additional

Where did you hear about this position? \_\_\_\_\_

Why are you interested in becoming a ReliaCare employee? \_\_\_\_\_

What are your career goals? \_\_\_\_\_

Are there any additional job related experience, skills, or qualifications which will be of relevance?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime, including misdemeanors and summary offenses, which has not been annulled or expunged or sealed by a court:

YES or NO

If Yes, please describe in full: \_\_\_\_\_

\_\_\_\_\_

Can you at the time of employment, submit verification of your legal right to work in the United States?

YES or NO

### Personal References

List 3 individuals (not related to you) who are familiar with your work skills. Please include name, address, phone and number of years acquainted.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

ReliaCare does not discriminate against race, religion, gender, or age.

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by an officer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Employment References For:**

Applicant \_\_\_\_\_

**Release:**

I \_\_\_\_\_ acknowledge that I have been informed that it is ReliaCare's general policy to request information from prior employers the following information: (1) the dates of employment, (2) descriptions of the jobs performed, and (3) salary or wage rates. By signing this release, I am voluntarily requesting that ReliaCare request references from prior employers. I agree to release and discharge all parties involved of any claims, liabilities, and causes of action, known or unknown, fixed or contingent, that may arise from or that are in any manner connected to this disclosure of employment related information from prior employers. I state that I have carefully read and fully understand the provisions of this release.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Witness

**For Office Use Only**

Company Name _____
Address _____
Phone Number _____
Manager _____
Dates of Hire _____
Position held _____
Reason for separation _____
Would you rehire _____
Date verified _____ Verified Initials_ _____
Company Name _____
Address _____
Phone Number _____
Manager _____
Dates of Hire _____
Position held _____
Reason for separation _____
Would you rehire _____
Date verified _____ Verified Initials_ _____
Company Name _____
Address _____
Phone Number _____
Manager _____
Dates of Hire _____
Position held _____
Reason for separation _____
Would you rehire _____
Date verified _____ Verified Initials_ _____