



SENIOR SERVICES
Helping Our Elderly Live With Dignity

SENIOR SERVICES, INC., APPLICATION FOR EMPLOYMENT

Position(s): _____ Date: _____

PERSONAL INFORMATION:

Name: _____

Address: _____ City _____ State _____ Zip _____

Telephone # (Eve) _____ (Daytime) _____

Drivers License # _____ Have you ever been convicted of a felony? Yes No

If Yes, Explain: _____

EDUCATION:

	Name and Location	# of yrs Attended	Date Graduated	Certificate Or Degree
High School	_____			
College	_____			
Other Education	_____			

EMPLOYMENT HISTORY: Please begin with your most recent job completing blanks. "See Resume "is not acceptable.

Employer – Name and Address	Mo/Yr Began	Mo/Yr Ended	Name of Supervisor	Reason for Leaving
1. _____			_____	
			Ph #:	
Duties: _____				
2. _____			_____	
			Ph #:	
Duties: _____				
3. _____			_____	
			Ph #	
Duties: _____				
4. _____			_____	
Duties: _____				

Please specify by number any of the above employers that cannot be contacted for a reference _____

Have you previously applied for a position with Senior Services? Yes No

Have you previously been employed by Senior Services? Yes No

Have you ever been fired? Yes No If Yes, please explain _____

REFERENCES: Please list three references not included in Employment History

Name	Address	Phone #	# years Known
		(H) (W)	
		(H) (W)	
		(H) (W)	

Please read the following statements and sign below:

1. Senior Services, Inc., is an Equal Opportunity Employer who does not discriminate in any term or condition of employment on the basis of race, color, age, sex, national origin, religion, disability, veteran status or any other protected category.
2. Senior Services, Inc., maintains a drug-free workplace policy. The possession, use, transfer, manufacture or sale of alcohol, illegal drugs, or legal drugs without a valid prescription on agency property or agency time is prohibited. Violation of this policy will result in appropriate disciplinary action, up to and including termination. Employment with Senior Services, Inc., is contingent upon the successful completion of a drug screening test to be administered after an employment offer has been made. Successful completion of the test means that the person tested negative for illegal drugs or substance abuse.
3. Senior Services, Inc., is an At-Will Employer: realizing, if you are hired, the regulations and procedures of Senior Services, Inc., do not constitute a contract of employment. Compensation can be terminated with or without cause, and with or without notice, at any time at the option of either the employer, Senior Services, Inc., or the employee.

I have read and understand the above statements and certify the information provided in this application is true to the best of my knowledge. I authorize investigation of all provided information.

Signature of Applicant

Date

Dept. Tracking

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APPLICANT INVITATION TO SELF-IDENTIFY

Senior Services, Inc. is subject to Executive Order 11246, as amended, which requires federal government contractors to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. We are therefore requesting information about the race and sex of our applicants in order to comply with government reporting requirements and in order to ensure equal employment opportunity.

Submission of this information is *voluntary* and refusal to provide it will not subject you to any adverse treatment. *This information will be maintained separately from your application for employment.*

Name: _____ Date _____

Position Applied for: _____

<input type="checkbox"/> Male	<input type="checkbox"/> Female
Hispanic or Latino	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> White (not Hispanic or Latino)	
<input type="checkbox"/> Black or African American (not Hispanic or Latino)	
<input type="checkbox"/> Asian (not Hispanic or Latino)	
<input type="checkbox"/> American Indian/Alaska Native (not Hispanic or Latino)	
<input type="checkbox"/> Native Hawaiian /Pacific Islander (not Hispanic or Latino)	
<input type="checkbox"/> Two or more races (not Hispanic or Latino)	

For Office Use Only:
Job Group: _____ Location: _____