



13435 W. Peach Avenue w Livingston, California 95334 w 209.394.2440

APPLICATION FOR EMPLOYMENT

Date _____

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including but not limited to race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, handicap or disability or veteran status.

PERSONAL BACKGROUND

Name _____
 Last First Middle

Address _____
 Street City State Zip Code

Phone No. () _____ Referred by: _____

Position Applying for: _____ Date you can start _____ Salary desired _____

Are you employed? _____ If so, may we inquire of your present employer? _____

Are you willing to work overtime? Yes _____ No _____

If driving is a requirement of the job for which you are applying, do you have a current, valid driver's license? Yes ___ No ___

If driving is a requirement of the job for which you are applying, continued employment is contingent on your maintaining a current driver's license.

If a minor, can you produce the age / work certificate necessary to obtain employment? Yes ___ No ___

Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.? Yes ___ No ___

EDUCATIONAL BACKGROUND	NAME AND LOCATION OF SCHOOL	CIRCLE HIGHEST GRADE COMPLETED	MAJOR AREA OF STUDY
High School		9 10 11 12/GED	
College		1 2 3 4	
Trade, Business or Graduate School			

PROFESSIONAL LICENSES AND CERTIFICATIONS

Name of license/certification _____

License certification number: _____ Issuing State _____

Yes ___ No ___ Has your license/certification ever been revoked or suspended?

If yes state the reason(s), date of revocation or suspension, and date of reinstatement. _____

Specialized technical skills (i.e. computer literate , language(s) spoken, equipment operation, special tools or machines used)

Can you with or without accommodation perform the essential functions of the job(s) for which you have applied? Yes ___ No ___

If no, please identify those essential functions which you are not able to perform.

Work Experience (List below last three employers, starting with your present or last place of employment.)					You may include in such history any verified work performed on a volunteer basis.
Date Mo. / Yr.	Name and Address of Employer	Position	Name of Supervisor	Reason for Leaving	
Fr.					
To					
Fr.					
To					
Fr.					
To					
Fr.					
To					

REFERENCES

Give the name of three persons not related to you, whom you have known at least three years.

	Name	Phone Number	Years Known
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

APPLICANT'S STATEMENT

In signing this application, I certify that all of the foregoing information is a complete and accurate statement of the facts and understand that if any misrepresentations, omission or falsification be discovered, it will constitute grounds for dismissal. I hereby authorize you to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information.

I understand and agree that, if employed by this organization, I will abide by its rules and regulations which I understand are subject to change. I further understand that, if hired, my employment is for no definite period of time and may be terminated by either party at any time.

Applicant's Signature

Date

ACKNOWLEDGMENT AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by **Grace Home Inc** at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, insurance company or other party to furnish any and all background information requested by Pre-employ.com, Inc., 2301 Balls Ferry Road, Anderson, California 96007, 800-300-1821, www.Pre-employ.com ("the Agency"), another outside organization acting on behalf of **Grace Home Inc**, and/or **Grace Home Inc** itself. I agree that a facsimile ("fax") or electronic or photographic copy of this Authorization shall be as valid as the original.

<p><u>State of Washington applicants and employees only:</u> You have the right to receive a complete and accurate disclosure of the nature and scope of any investigative consumer report as well as a written summary of your rights and remedies under Washington law.</p>
<p><u>Massachusetts and New Jersey applicants and employees only:</u> You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly.</p>
<p><u>New York applicants and employees only:</u> You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.</p>
<p><u>Minnesota applicants and employees only:</u> You have the right, upon written request to Agency, to receive a complete and accurate disclosure of the nature and scope of any consumer report. Agency must make this disclosure within five days of receipt of your request or of Company's request for the report, whichever is later. Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. <input type="checkbox"/></p>
<p><u>Oklahoma applicants and employees only:</u> Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. <input type="checkbox"/></p>
<p><u>California applicants and employees only:</u> By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law. <input type="checkbox"/></p>

Signature: _____ Date: _____

Print Name: _____ Other Names/Alias _____

Maiden Name (if applicable): _____

Address: _____

Social Security Number: _____ * Date of Birth: _____ *

*This information will be used for background screening purposes only.

Driver's License # _____ State of Driver's License _____

Email Address _____

**NOTICE REGARDING BACKGROUND INVESTIGATION
PURSUANT TO CALIFORNIA LAW**

Grace Home Inc intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics, and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to, obtaining a criminal record report, verifying references, work history, your educational achievements, licensure and certifications, obtaining your driving record and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be Pre-employ.com, Inc., 2301 Balls Ferry Road, Anderson, California 96007, 800-300-1821, and www.Pre-employ.com. The source of any credit report will be Pre-employ.com, Inc., 2301 Balls Ferry Road, Anderson, California 96007, 800-300-1821, www.Pre-employ.com. Information regarding Pre-employ.com, Inc.'s, privacy practices (including information about whether any consumer personal information will be sent outside the U.S. or its territories) may be found at www.Pre-employ.com

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and upon reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA's file on you which is required to be provided by the California Civil Code and will be provided to you via telephone, if you have made a written request with proper identification for telephone disclosure and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Grace Home Inc may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends or associates. These reports may contain information regarding your criminal history, credit history, motor vehicle records ("driving records"), and verification of your education or employment history or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Pre-employ.com, Inc., 2301 Balls Ferry Road, Anderson, California 96007, 800-300-1821, www.Pre-employ.com, or another outside organization. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.