

CSRA PRIVATE DUTY, INC.

APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department.

An Equal Opportunity Employer

Position(s) applied for: _____ Date of Application: _____

Referral Source: Advertisement Employee Relative Government Employment Agency
 Walk-in Private Employment Agency Other _____

Name of source (if applicable): _____

Name: _____ Social Security #: _____
Last First Middle

Address: _____
Street City State Zip Code

Telephone #: _____ Cell #: _____ Other #: _____

Email : _____

Are you 18 years of age or older? Yes No

Are you legally eligible for employment in this country? Yes No

Have you submitted an application here before? Yes No

Have you ever been employed here before? Yes No

Are you currently employed? Yes No If yes, Part-time Full-time

Will you continue your current job if employed by CSRA Private Duty ? Yes No

May we contact you at work? Yes No

If yes, work #: () _____ Best time to call: _____ AM/PM

Type of employment desired: Part-time Full-time Temporary

Date available for work: _____ What is your desired salary range \$ _____

Do you have dependable transportation to travel between work sites? Yes No

Are you available to work nights or weekends? Yes No

Are there days or times you are **unavailable** to work? Yes No

If yes, specify days and times. _____

Will you work overtime, if required? Yes No

Have you pled "**guilty**", or "**no contest**" to, or been convicted of a crime? Yes No

If yes, please give details: _____

Answering "YES" to this question does NOT constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation will be taken into account.

Driver's License #: _____ State: _____

EMPLOYMENT HISTORY

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent 5 years of work history required, if available (use additional sheets if necessary). Explain any gaps in employment in comments section below.

CSRA PRIVATE DUTY, INC.

EMPLOYER	TELEPHONE #	DATES EMPLOYED	FROM:	TO:
ADDRESS		HOURLY RATE/SALARY	\$	PER
JOB TITLE		SUMMARIZE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES		
SUPERVISOR				
REASON FOR LEAVING				
MAY WE CONTACT FOR REFERENCE?		YES	NO	

EMPLOYER	TELEPHONE #	DATES EMPLOYED	FROM:	TO:
ADDRESS		HOURLY RATE/SALARY	\$	PER
JOB TITLE		SUMMARIZE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES		
SUPERVISOR				
REASON FOR LEAVING				
MAY WE CONTACT FOR REFERENCE?		YES	NO	

EMPLOYER	TELEPHONE #	DATES EMPLOYED	FROM:	TO:
ADDRESS		HOURLY RATE/SALARY	\$	PER
JOB TITLE		SUMMARIZE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES		
SUPERVISOR				
REASON FOR LEAVING				
MAY WE CONTACT FOR REFERENCE?		YES	NO	

EMPLOYER	TELEPHONE #	DATES EMPLOYED	FROM:	TO:
ADDRESS		HOURLY RATE/SALARY	\$	PER
JOB TITLE		SUMMARIZE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES		
SUPERVISOR				
REASON FOR LEAVING				
MAY WE CONTACT FOR REFERENCE?		YES	NO	

CSRA PRIVATE DUTY, INC.

COMMENTS (INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT) _____

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

EDUCATIONAL BACKGROUND (if job related)

(A) List the last three (3) schools attended, starting with the most recent. (B) List number of years completed. (C) Indicate degree or diploma earned, if any. (D) Grade Point Average or Class Rank. (E) Major Field of study. (F) Minor field of study (if applicable).

(A) SCHOOL	(B) NUMBER OF YEARS COMPLETED	(C) DEGREE/DIPLOMA	(D) GPA/CLASS RANK	(E) MAJOR	(F) MINOR

REFERENCES

List name and telephone number of three business/work references that are NOT related to you and are NOT previous supervisors. If not applicable, list three school or personal references that are NOT related to you.

NAME	TELEPHONE #	NUMBER OF YEARS KNOWN

ADDITIONAL INFORMATION

List professional, trade, business or civic associations and any offices held. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, Veteran/Reserve, National Guard or any other similarly protected status.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental of physical disabilities, Veteran/Reserve, National Guard or any other similarly protected status.

List any additional information you would like us to consider. _____

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (I) cancel further consideration of this application, or (II) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that after CSRA Private Duty makes a job offer to me, I may be required to undergo a physical examination and/or a drug or alcohol test. I agree to take such an examination and/or test. I also understand that if I am hired, CSRA Private Duty may require me to undergo a drug and/or alcohol test at any time during my employment and immediately following a work-related injury. I agree to submit to such testing.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. **I understand my failure to report to work will indicate that I have quit.** This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing expressed language are valid unless they are in writing and signed by the employer's president.

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant Date ____/____/____

**By typing your name in the "SIGNATURE" box above and submitting this information to us electronically, you declare that this submitted document and printed copies with your digital signature shall have the same legal force and effect as an employment application with your handwritten signature.

CSRA Private Duty, Inc.
PO Box 254
Washington, GA 30673
(706) 678-3108 or (800) 987-2511
(706) 678-3111 (Fax)