

ACCORD SERVICES, LLC

907 CHURCH STREET EXTENSION, MARIETTA, GA 30060 PH: 770-421-0191 FAX: 770-421-0265
466 MONTGOMERY STREET, SAVANNAH GA 31401 PH: 912-443-1501 FAX: 912-443-1530

APPLICATION FOR EMPLOYMENT

For what kind of job are you applying?

CNA LPN RN Interpreter Office Staff

Have you ever filed an application here before? Y N
If so, have you ever worked for us? Y N

PERSONAL

Name (Last, First, Middle)

Street address / rural route number

City, State, Zip Code

E-mail address

Home phone: _____

Cell phone: _____

Social Security Number: _____ / _____ / _____

Other names used: _____

Emergency Contact:

Name: _____

Address: _____

Phone: _____

PROFESSIONAL

RN/LPN License #: _____ Exp _____

CNA Date of Certification: _____

Other certification: _____

Are you current on the following?

CPR Cert. Y N N/A Exp. Date _____

TB Test Y N N/A Exp. Date _____

Do you have spinal cord injury experience? Y N N/A

Do you have head injury experience? Y N N/A

Do you have any objection to preparing meals for wheelchair clients? Y N N/A

AVAILABILITY

When can you start work? _____

Please list all locations in which you can work:

Are there locations you cannot work? Y N

If Y, please indicate: _____

Is there a specific shift you cannot work? _____

If Y, please indicate: _____

Can you fill in on short notice for emergencies? Y N

EDUCATION

Did you graduate from high school? Y N

If No, do you have a GED? Y N

Did you graduate from college? Y N

If Y, what degree did you obtain?

BS MS AD MAJOR: _____

PERSONAL REFERENCES

List three people who are not related to you and who know your qualifications of the job for which you are applying. Do not list any supervisors you have under Work Experience.

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

TRANSPORTATION

Do you have reliable transportation? Y N

Do you have a valid driver's license for the state in which you are applying? Y N License #: _____

Have you had any moving violations within the last 3 years? Y N If Y, please explain: _____

Have you had any charges filed against you (i.e. DUI, leaving the scene of an accident, etc.)? Y N

If Y, please explain: _____

Have you driven a van before? Y N N/A

Have you had experience in operating a van with a wheelchair lift? Y N N/A

Have you had experience in tying down wheelchair patients in a van? Y N N/A

Are you eligible to work in the United States? Y N

Have you ever been shown by credible evidence to have abused, neglected, sexually assaulted, exploited, or deprived any person (or patient) or to have subjected any person (or patient) to serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect at the time of this application? Y N

BACKGROUND

During the last 10 years, were you fired from a job, quit after being told that you were fired, or leave by mutual agreement because of a specific problem? Y N If Y, please explain (indicate name of employer date you left the job, and your reason for leaving):

Have you ever been convicted of a crime or felony? Y N ; If Y, please explain: _____

**SIGNATURE, CERTIFICATE, AND RELEASE OF INFORMATION
APPLICATION MUST BE SIGNED**

The information contained under BACKGROUND INFORMATION explains our positions on facts and truthful answers. It is better to state the facts and make truthful statements on the application than to not be hired or lose your job for failing to tell the truth. Following the screening process, we reserve the right to check your background through former employers, law enforcement agencies, schools, and other individuals and organizations. We also reserve the right to perform our own investigation, if deemed advisable.

In signing this application, you are hereby consenting to the release of information to ACCORD SERVICES for its use in determining your eligibility for employment. Such information collected shall be used by ACCORD SERVICES for these purposes only and will not be released to anyone else unless it is with your written consent or under court order.

I certify that to the best of my knowledge and belief, all my information on this application is true, complete, correct, and made in good faith.

Signature

Date

ACCORD SERVICES, LLC is an equal opportunity employer. The Civil Right Act of 1964, the Americans with Disabilities Act, and state and local laws prohibit discrimination on the basis of race, disabilities, color, religion, sex, or national origin. In addition, state and local laws prohibit discrimination on the basis of age with respect to individuals who are 40 years of age. It is our policy to comply fully with these Acts that information requested on this application not be used for any purpose prohibited by law.