

# CCOR - Companion Care of Rochester

## APPLICATION FOR EMPLOYMENT

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MIDDLE NAME</b>	<b>Home Phone No.</b>				
			<b>Business Phone No.</b>				
<b>Address</b>		<b>City, State and Zip</b>	<b>Social Security Number:</b>				
<b>Are you under 18?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Are you prevented from lawfully becoming employed in the U.S. because of Visa or immigration status?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>							
<b>If yes, comments:</b> _____							
<b>Have you either (1) been convicted by any court, including a court of military justice, of a criminal offense, or (2) been released from prison following conviction of a criminal offense? Minor traffic offenses should be excluded unless applying for a position which requires operation of a vehicle.</b>							
<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>							
<b>If yes, state date, place and nature of each conviction:</b> _____							
<small>(A conviction will not automatically disqualify an applicant for a particular job. The type and seriousness of the crime, the frequency of violations, the applicant's age at the time of conviction and the applicant's entire work and education history will be considered.)</small>							
<b>Have you ever filed an application with CCOR?</b>		<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>				
<b>Have you ever worked for CCOR before?</b>		<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>				
<b>If yes, give dates of employment:</b> _____							
<b>Have you been known by any other name(s) which CCOR will require to verify your educational, employment and criminal records as furnished in this application?</b>							
<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>							
<b>If yes, give name(s) and identity related school, employer or criminal conviction:</b> _____							
<b>POSITION APPLIED FOR:</b> _____							
<b>DATE AVAILABLE FOR EMPLOYMENT:</b> _____							
<b>BASE SALARY OR WAGE RATE REQUESTED:</b> _____							
<b>How did you learn about our employment opportunities?</b> <input type="checkbox"/> Advertisement <input type="checkbox"/> Agency <input type="checkbox"/> Friend <input type="checkbox"/> Other							
<b>Do you have your own transportation and how would you get to work?</b>							
<b>What are your available hours?</b>							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start							
Finish							
Start							
Finish							

### EDUCATION

Type of School	Name and Address	(Circle) Last Yr. Completed	Graduated/ Degreed	Major Subjects/ Degrees/Year Rcvd.
High School		9 10 11 12	Yes <input type="checkbox"/> No <input type="checkbox"/>	
College		1 2 3 4 5 6	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Advanced Degrees		1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	

## OTHER SKILLS

Foreign Languages	Speak				Read				Write			
	Excell.	Good	Fair	Slight	Excell.	Good	Fair	Slight	Excell.	Good	Fair	Slight
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List Scholarships, fellowships, honors, etc. received:
List Publications, thesis, professional affiliations, etc.:

## PRESENT AND PRIOR EMPLOYMENT

Give details of your last four employers, and, where necessary, list other previous positions which will account for your employment record over the past 10 years. List present or last position first and account for all lapses of time. Include details of military service where service specialties or duties are relevant to the job or position you are seeking with Alpha Corporation.

<b>Present or Last Position</b>	<b>From (Date)</b> <b>To (Date)</b>	<b>Last Base Rate of Pay and Total Comp.</b>
<b>Company Name and Phone No.</b>		
<b>Type of Business</b>		
<b>Briefly Describe Your Duties</b>		
<b>Name and Title of Supervisor</b>	<b>Reason for Leaving</b> (Be specific: Quit, Layoff, Discharge, etc.)	

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<b>Company Name and Phone No.</b>		
<b>Type of Business</b>		
<b>Briefly Describe Your Duties</b>		
<b>Name and Title of Supervisor</b>	<b>Reason for Leaving</b> (Be specific: Quit, Layoff, Discharge, etc.)	

## OTHER PREVIOUS POSITIONS

From		To		Name of Company	Position Held	Last Base Rate of Pay	Reason for Leaving
Mo.	Yr.	Mo.	Yr.				

May your present employer be contacted?      Yes  No       Can salary, employment dates and job title be verified with HR?      Yes  No

Other job related qualifications you feel are relevant:

## SKILLS, APTITUDES AND OTHER QUALIFICATIONS

Computer Work Experience							
				Proficiency Level	Years of Experience		
				High <input type="checkbox"/>	Ave. <input type="checkbox"/>	Basic <input type="checkbox"/>	
				High <input type="checkbox"/>	Ave. <input type="checkbox"/>	Basic <input type="checkbox"/>	
				High <input type="checkbox"/>	Ave. <input type="checkbox"/>	Basic <input type="checkbox"/>	
				High <input type="checkbox"/>	Ave. <input type="checkbox"/>	Basic <input type="checkbox"/>	
Healthcare Experience							
				Proficiency Level	Cert?	Years?	
				High <input type="checkbox"/>	Ave. <input type="checkbox"/>	Basic <input type="checkbox"/>	
				High <input type="checkbox"/>	Ave. <input type="checkbox"/>	Basic <input type="checkbox"/>	
				High <input type="checkbox"/>	Ave. <input type="checkbox"/>	Basic <input type="checkbox"/>	
				High <input type="checkbox"/>	Ave. <input type="checkbox"/>	Basic <input type="checkbox"/>	
Office and Clerical Experience			Other Skills, Aptitudes and Qualifications:				
Typing Speed: _____ wpm			_____				
Shorthand: _____ wpm			_____				

## PROFESSIONAL REFERENCES

List one professional reference, one personal reference, and one other professional or personal reference (no family):

	Name	Relationship to You	Current Position	Years Known	Phone Number
1					
2					
3					

## AGREEMENT

I hereby apply for employment by CCOR and state that:

The information contained in this application is true to the best of my knowledge and belief, and I understand and agree that misrepresentation, false statement or omission of fact by me in connection with the application will constitute justifiable cause for CCOR not to employ me or, if employed, to terminate my employment for cause.

I understand and agree that all information furnished in this application may be verified by CCOR. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organization to give Alpha Corporation all information relative to such verification and hereby release such individuals, organizations and CCOR from any and all liability for any claim or damage resulting therefrom.

I understand that, if I am employed by CCOR and as conditions of my continued employment by CCOR, I will be required to furnish proof of eligibility to work in the U.S. as required by the Immigration Reform and Control Act. I understand that I will be required to execute certain agreements with Alpha Corporation (including employee agreements regarding inventions, information and conflicts of interest).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application will be kept in the CCOR active files for six months. If the applicant is not hired during that period, the applicant must complete and execute a new application to be considered for employment.