J & J BEST CARE AT HOME, INC.
HCA.0001789

Date: _____

APPLICATION FOR EMPLOYMENT

This Application must be fully completed and signed for further consideration.
Resumes may be included but are not a substitute for completion of this form.

PERSONAL

Last Name_____First _____Middle _____

Home Phone _____Cell Phone _____ Email _____

Present Address _____ City _____ State _____ Zip_____

How long have you lived at this present address? _____ Dates _____

If less than 3 years, please list previous addresses and date that you lived at that residence

_____Dates_____
_____Dates_____
_____ Dates_____

Are you 18 years of age or over? Yes _____ No _____
Are you legally authorized to work in the United States? Yes _____ No _____ If yes, you will be required to verify your authorization to work in the United States.

Were you referred to company by someone? Who _____

Have you ever applied her before? _____ If yes, specify_____

Have you ever been employed here before? _____ If yes, specify _____

YOUR JOB REQUIREMENTS

Position to be filled: HOMEMAKER/COMPANION
Type of employment: PER DIEM
Salary expectations $ _____ Date available to start work? _____

Employment goals _____

_____

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EMPLOYMENT EXPERIENCE

(Please start with your present or most recent employer and include each prior employer-attach an additional sheet, if necessary. You must fill out this application even if you are submitting a resume.)

1. Employer _____ Telephone _____

   Address _____

   Position Held _____ Supervisor Name _____

   Dates employed: From _____ To _____

   Description of Job Duties _____

   Reason for leaving _____

2 Employer _____ Telephone _____

   Address _____

   Position Held _____ Supervisor Name _____

   Dates employed: From _____ To _____

   Description of Job Duties _____

   _____

   Reason for leaving _____

3. Employer _____ Telephone _____

   Address _____

   Position Held _____ Supervisor Name _____

   Dates employed: From _____ To _____

   Description of Job Duties _____

   _____

   Reason for leaving _____

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EMPLOYMENT EXPERIENCE (CONT.)

Have you ever worked under another name? Yes _____ NO ____ Name _____

If yes when? _____ Under what name? _____

Have you ever been convicted of a felony? Yes _____ NO _____ (NOTE: Please note that you are not required to disclose the existence of any arrest criminal charge or conviction, the records of which have been erased under Connecticut General Statutes sections 46b-146, 54-76o and 54-142a. The criminal records subject to erasure pursuant to section 46-b146, 54-76o or 54-142 a are records pertaining to a finding of delinquency or that a child was a member of a family which service needs , and adjudication as a youthful offender, a criminal charge that has been dismissed or nolled, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon, any person whose criminal records have been erased pursuant to sections 46b-146, 54-76o or 54-142a shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceeding so erased and may so swear under oath)

Have you ever been dismissed from any job other than layoff? Yes _____ No _____

If yes, which employer: _____

Why? _____

Is there any reason why any of your past employers would give you a negative reference?

Yes _____ No _____

If yes, which one(s) and why? _____

If still employed, may we contact our present and past employers? Yes _____ No _____

PROFESSIONAL REFERENCES

1. Name _____ Phone _____

Address _____

2. Name _____ Phone _____

Address _____

3. Name _____ Phone_____

Address _____

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EDUCATION/TRAINING

	Name and Address	Highest Year Completed	Graduate?	Degree
High School	_____	9 10 11 12	Yes _____ NO ____	_____
College	_____	1 2 3 4	Yes _____ No ____	_____
Grad School	_____	1 2 3 4	Yes _____ No ____	_____
Business School/Other	_____	1 2 3 4	Yes _____ N0 ____	_____

Other training, such as special courses and/or work training programs. Please provide name and location where training was given, whether any certificate was given, the subject matter(s) of the training, the duration of the training and any other relevant details.

_____

_____

Please list any additional skills, abilities or licenses that relate to the position for which you are applying. _____

_____

AVAILABILITY FOR WORK

Sunday _____

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

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Have you ever been convicted of any of the following?

Any crime involving violence or dishonesty in a state or federal court in any state?

YES NO

Were you subject to any disciplinary action by a licensing agency in any state, district of Columbia, a United States possession, territory, or foreign jurisdiction?

YES NO

BACKGROUND CHECK EMPLOYEE STATEMENT

I certify that the statements made by me on this application are true and complete to the best of my knowledge and re made in good faith. I understand that if I knowingly make any misstatements of fact, that I will be subject to disqualification and dismissal and toother penalties as may be prescribed by law or employment agency policy and procedures.

A comprehensive background check will be done before you are put to work for J & J Best Care At Home, Inc.

We will take the following steps for background checks.

1. We will check the State of Connecticut Judicial Branch for Criminal and Motor Vehicle violations.
2. We will complete a National Criminal/Motor Vehicle violation check.
3. We will check the National Sex Offender Registry
4. We will also do a verification of your social security number through E-Verify for you work eligibility in the United States.

By signing below, I also acknowledge that I understand that a complete and comprehensive background check will be done by the company.

_____ _____

Print Name Date

_____

Signature

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JOB DESCRIPTION

Homemaker/Companion Applicant

Homemaker/Companion duties include and are not limited to following:

Light Housekeeping (which includes, but not limited to): vacuuming, dusting, moping floors, cleaning bathrooms (toilet, sink, tub, etc.), cleaning kitchens (cleaning out refrigerators, washing and putting away dishes, wiping down stoves, counters, appliances, etc.), making beds, changing bed linens as requested by clients, laundry.

Shopping you may be requested to do shopping for your client. Be sure you have a list of needed items form the store. Be sure to return change to client along with the receipt from the store.

Meal Prep you may be asked to prepare a meal for your client. Always be sure to wash your hands before touching food and be sure that you clean up after client eats the meal.

Medication Reminder you may remind your client to take their medication but you may never dispense medication to a client.

Assist Client With Phone Calls your client made need your assistance with making phone calls. If client is on a personal call please excuse yourself to another room.

Conversing clients love to have someone to talk to and reminisce about things that they have experienced though out their lives.

Walks Your client may like to go for a walk on a nice day. Please stary by their side when you are out with them.

Emergency Response Systems if your client has an ERS please help them check it to b sure it is working.

I, _____, understand the job description that **J & J BEST CARE AT HOME, INC**. stated.

Applicant Signature: _____ Date; _____

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ADDITIONAL QUESTIONS
FOR HOMEMAKER/COMPANION APPLICANTS

In order to provide reliable care for our clients. homemaker/companion staff must have reliable transportation. Please provide answers to the following questions:

1. Do you have your own car? Yes No Make _____ Model_____
   (You will need to supply us with a copy of current registration & insurance card)
2. Provide routine maintenance? Yes No
3. Do you have a current Connecticut driver's license? Yes No
4. Have you had any vehicle violations during the past 3 years? Yes No
5. Have you had any accidents during the past 3 years? Yes No
6. Are available to work or be on call on weekends if needed? Yes No

You will be assisting our clients in their homes some of our clients may have pets, such as dogs, cats, or birds, etc. or may smoke.

7. Are you allergic to any of the above animals? Yes No
8. Are you afraid of any of the above animals? Yes No
9. Do you prefer not to be in someone's home who smokes? Yes No

Homemaker duties may include vacuuming, tub cleaning, and walking upstairs, grocery shopping, etc. Do you have any objections to doing duties? Yes No

J & J Best Care At Home, Inc. may have clients of many ethnic backgrounds and may not speak English. Do you speak any other languages besides English? Yes No
Are you fluent? If yes what language? _____

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PRE-EMPLOYMENT QUESTIONNAIRE

1. Do you consider yourself a trustworthy person?

Explain:

_____
_____
_____
_____

2. Do you consider yourself a caring and compassionate person?

Explain:

_____
_____
_____
_____

3. Do you respect your elders at all times? Why should you?

Explain:

_____
_____
_____
_____

4. What sets you apart from others applying for a position at J & J Best Care At Home, Inc. and why do you believe this is the job for you?

Explain:

_____
_____
_____
_____

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PLEASE READ

All qualified applicants receive consideration for employment without regard to race, color, religion, sex, amrita status, civil union status, age, national origin, sexual orientation, disability or veteran status or any other characteristic protected by applicable law.

The facts set forth above in my application for employment and accompanying resume, if any, and all statements and representations that I have made are true and complete. I understand that any false or misleading statements or the withholding of any pertinent information by me, no matter when discovered, will disqualify me form further consideration as a candidate for employment or be grounds for termination of employment if I am employed.

I understand that, consistent with company policy, any offer of employment that I may receive may be contingent on a random drug test. Therefore, I understand that I may be required to take a drug test at company expense and that I may be refused employment or terminated from employment if I do not pass the drug test or if I refuse to take it.

I hereby consent to having J & J Best Care At Home, Inc. contact anyone that it deems appropriate to investigate or verify any information I have given, or to discuss my background, past performance, or suitability for employment. I further consent to being discussed by any person so contacted and hereby waive all rights to bring any action for defamation, invasion of privacy, violation of the Connecticut Personnel File statutes (Conn.Gen.Stat.31-128a et.seq.) or any other cause of action against the Company or anyone contacted as result of what he or she may say about me.

I understand that this is an application for employment and that nothing contained in this application or in the interview process is intended to create an employment contract I understand that if I am employed, such employment is at-will and for an indefinite period of time and that the Company has a right to terminate my employment at any time and for any reason, with or without cause, and I retain a similar right. The Company also has the right to change wages, benefits and other terms and conditions of my employment at any time. I further understand that no manager or representative of the Company, other than the President has any authority to enter into an agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

By signing below, I represent that I have not disclosed and will not disclose to the Company, use, or induce the Company to use. Any confidential information or trade secrets of others at any time, including but not limited to any confidential information or trade secrets of any former employer. I further represent that I have returned all property information and trade secrets belonging to all prior employers. I understand that any violation of this provision shall be grounds for my immediate termination, and could subject me to civil liability and possibly criminal penalties.

J & J Best Care At Home, Inc. thanks you for completing the application and for your interest in working for us. We would like to assure you that your opportunity for employment with J & J Best Care At Home, Inc. will be based on your experience and merit on our business needs and on no other consideration.

*****Sign below only if you understand all the terms and conditions relative to your employment as outlined in the application.**

Signature of Applicant: _____ Date: _____

PERSON TO BE NOTIFIED IN CASE OF AN EMERGENCY

_____ _____

Name **Telephone Number**