

ATHERTON BAPTIST HOMES

214 S. Atlantic Boulevard
Alhambra, CA 91801-3298
Main phone number - 626-289-4178

EMPLOYMENT APPLICATION

General Data - page 1 of 4

Last Name	First Name	Middle Name
Have you ever used a different name for purposes of a reference ? Yes No if yes, please specify		
Present address:	City	State Zip Code
Years at above address:	Home & cell telephone number	
Position applying for:	Date of application	
Full time or Part time:	Shift or hours preferred	
Last 4 numbers of your Social Security number:	Office use only	

Personal Data

Person to notify in case of emergency?	Home & cell telephone number
Present address:	City State Zip Code
How did you hear of this job opening? - please check one box below. Advertisement Friend Walk-In Relative Other please explain:	
If referred by a current or past Atherton employee, what is their name?	
Do you have any relatives that work at Atherton? If so, who:	
List membership in professional organizations which you feel would enhance your application. You may exclude any whose names would indicate the race, religious, creed, color, national origin, or ancestry of its members.	

Work Experience - page 2 of 4

Last or current employer:	
Address:	
Supervisors name and position:	Phone #
Your job title:	May we contact () Yes or No ()
Start date:	End date:
Duties performed:	
Reason for leaving:	

Employer:	
Address:	
Supervisors name and position:	Phone #
Your job title:	May we contact () Yes or No ()
Start date:	End date:
Duties performed:	
Reason for leaving:	

Employer:	
Address:	
Supervisors name and position:	Phone #
Your job title:	May we contact () Yes or No ()
Start date:	End date:
Duties performed:	
Reason for leaving:	

Skills - page 3 of 4

Typing speed (WPM)		Shorthand (WPM)	
Machines operated:			
Other training / skills (include bilingual ability if relative to the position for which you are applying):			
Branch of Military Service:		Start:	End:
State relative skills acquired during military service:			

Professional and Technical Applicants Only

Professional license / certificate number:	Expiration date:
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Education

High School - Name:		
Address:		
Number of years:	Course of major:	Diploma / Degree:

College - Name:		
Address:		
Number of years:	Course of major:	Diploma / Degree:

Trade, professional school or other - Name:		
Address:		
Number of years:	Course of major:	Diploma / Degree:

Questions - Page 4 of 4

If under 18 years of age, can you after employment, submit a work permit?	N/A	Yes	No
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An offer of employment is conditional upon a successful submission and clearance through the State of California's Health and Human Services Agency through the Department of Social Services Caregiver Background Check Bureau. This is accomplished by a LiveScan fingerprint submission process that is paid for by Atherton. The results are communicated to Atherton electronically from the State of California's Department of Justice.

Do you understand the LiveScan fingerprint clearance process?	Yes	No
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Is there any reason why you would be unable to perform or to safely perform any of the duties of the position for which you have applied, as set forth on the job description?	Yes	No
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I hereby certify that I have been informed of the duties, the hours and days of work of the position for which I am applying, and that the information on the application is correct and complete to the best of my knowledge.

I agree to have any of the statements checked by Atherton unless I have indicated to the contrary. Further, I understand that the falsification or omission of any material information on this application, if I receive a job offer may be considered sufficient cause for immediate termination. I agree that if employed, I will abide by all policies and procedures established by the employer.

I hereby acknowledge that my employment is "at-will", and that I may resign at any time and Atherton may terminate my employment at any time, with or without cause, and with or without notice, that any assurances of continued employment, whether written, oral or by conduct, shall not be interpreted as changing the nature of the employment relationship unless specifically acknowledged in writing by the President of Atherton.

We Are An Equal Opportunity Employer

Applicant signature:

Date:

For Company Use Only

Interviewed:	Yes	No
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Remarks:

Employed:	Yes	No	Full Time	Part Time	Starting date:
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On Call	Per Diem
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Job title:

Salary / Rate:

010118

Director signature:

Date:
