



APPLICATION FOR EMPLOYMENT

This is a pre-employment questionnaire. Danville Services of Nevada, LLC is an equal opportunity employer

Personal Information

Date _____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Phone Number _____ Alternate Number _____

Email _____

In case of emergency notify _____ ()
Relationship Name Address Phone Number

Are you 18 years or older? **Yes** [] **No** [] Do you have a high school diploma or equivalent? **Yes** [] **No** []

Are you either a U.S. citizen or authorized to work in the United States? **Yes** [] **No** []

Have you ever been convicted of a crime? **Yes** [] **No** [] If yes, please explain and include dates in your explanation.

Some of the positions here require the ability to lift 50 lbs. Do you have any restrictions that would prevent you from being able to regularly perform this job duty? **Yes** [] **No** []

Have you worked for Danville before? **Yes** [] **No** [] If so, where? _____
When? _____

If applicable, please provide a list of current Danville employees related to you:

Position Desired _____ **Employment Desired** On call [] Part time [] Full time []

Availability – Please include the specific hours you are available to work each day. Available shifts at the company may include days, swings and overnights.

Monday _____ Tuesday _____ Wednesday _____ Thursday _____

Friday _____ Saturday _____ Sunday _____ (Weekends are often required.)

Date You Can Start _____ **Salary Desired** _____



Former Employers (Please list your last three employers, starting with the most recent one first.)

- 1. Dates of employment _____ to _____
Name of Employer _____ Phone Number _____
Address _____
Supervisor _____ Supervisor's Phone Number _____
Salary _____ Position _____ Reason for Leaving _____
- 2. Dates of employment _____ to _____
Name of Employer _____ Phone Number _____
Address _____
Supervisor _____ Supervisor's Phone Number _____
Salary _____ Position _____ Reason for Leaving _____
- 3. Dates of employment _____ to _____
Name of Employer _____ Phone Number _____
Address _____
Supervisor _____ Supervisor's Phone Number _____
Salary _____ Position _____ Reason for Leaving _____

Personal References (Please list the names of 3 people who are not related to you that you have known for at least one year.)

- 1. Name _____ Phone Number _____ Years Known _____
- 2. Name _____ Phone Number _____ Years Known _____
- 3. Name _____ Phone Number _____ Years Known _____

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give to Danville Services of NV, LLC (Danville) any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the same to Danville.

Danville is an At Will Employer, which means that employment with Danville is for an unspecified duration and that this employment relationship may be terminated at any time for any reason or no reason with or without cause and with or without notice either by the employee or employer.

Signature _____ Date _____

**Danville Services of Nevada, LLC
EMPLOYEE STATEMENT PERTAINING TO
BACKGROUND CHECKS**

Criminal Background

I agree to allow Danville Services of Nevada, LLC to request background verification with the State of Nevada Criminal History Repository. Only "negative" responses are qualified to continue employment. _____ (initial)

Driving Background

I also understand that in order to work in a position that required driving company vehicles or transporting individuals, I must be at least 21 years of age, possess a valid NV DL and have a driving record with no DUI's or suspensions, and with no more than 3 moving violations. I understand that failure to meet the driving requirements could jeopardize my position with Danville Services of Nevada, LLC. _____ (initial)

Release of Information

The release of any and all information is authorized whether same is of record or not, and I do hereby release all persons, firms, agencies, companies, groups or installations whomsoever, from any damages of, or resulting from, furnishing such information to Danville and the insurance company. _____(initial)

If hired, I accept employment understanding the above conditions.

Signature

Printed Name

Date

Witness

DO NOT WRITE BELOW THIS LINE

PRESCREEN DONE BY: _____ Date _____

REFER APPLICATION: [] YES [] NO POSITION: _____ LOCATION: _____

IF NO – WHY? _____

DOE _____ WAGE: _____ ORIENTATION DATE: _____

Pre-Screening Questions

(To be completed by all applicants)

1. The position you are applying for may require driving:
 - Do you have a NV DL? _____
 - Do you have a DL from another state? _____ (you are required by law to get a NV DL within 30 days of residency)
 - Are you at least 21? _____
 - Do you have more than 3 moving violations? Record of driving on suspended license or have a DUI? _____
 - Do you have a reliable, safe, registered and insured vehicle? _____

2. Do you have any education or training in this field?

3. This job may include supporting a person with personal hygiene that may include assistance in the restroom and bathing. Once trained, would you be comfortable supporting a client with these tasks?

4. Please give a brief example of how you could support a person with a physical disability while preparing a meal.

5. Have you ever been involved in an allegation of abuse, neglect or exploitation where the findings were substantiated?

6. Does your name appear on any abuse or sex offender registry?

7. Do you have the ability and interest to perform all expectations of the applicable job description?

8. How did you hear about the position?
 - Advertisement in Las Vegas Review Journal (including LVRJ on line)

 - On line at Danville Services' Web Site

 - Referred by Danville Services employee: _____
(Name must be listed for referral bonus to current employee)

 - Other: _____



APPLICANT: Please complete boxed section only and return with application. Danville will complete the reference check process
REQUEST FOR EMPLOYMENT INFORMATION

COMPLETE ALL FIELDS –ASK THE ADMINISTRATIVE ASSISTANT FOR A PHONE BOOK IF NECESSARY

APPLICANT NAME: _____

SOCIAL SECURITY NUMBER: _____

Company you worked for: _____

Supervisor's Name: _____

Company Address: _____

City/State/Zip: _____

Company Telephone #: _____ Company Fax #: _____

Dates of Employment: From ____/____/____ To ____/____/____

Position: _____

Having made application with Danville Services of NV, LLC, I hereby authorize the release of information directly to said Company. I release and hold harmless present and past employers, references and all persons and institutions whomsoever, from any charge because of furnishing information. I waive any application to the Family Education and Privacy Act insofar as the same might apply to responding to this request for information.

Date: _____ Signature of Applicant: _____

FORMER EMPLOYER: Please give the following information about this applicant.
Information will be held in the strictest confidence.

Does the above information check with your records? Y N (please provide correct information)

Was the applicant's departure *voluntary* or *involuntary*? (Please circle appropriate response)

If company policy allowed, would you rehire? _____

While employed with your company, did the applicant receive training on how to support a person with disabilities?

Was this person involved in an allegation of abuse, neglect or exploitation of a vulnerable person where the findings were substantiated?

Did the applicant have supervisory responsibilities while in the position listed above? _____

Additional Comments: _____

Signature: _____ Name: _____

Title: _____ Date: _____



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