

PERSONAL INFORMATION Please complete all information below clearly.

Position Appling for:		Circle one: F/T P/T O/C A/M P/M NOC ANY	
Last Name		First Name	
Mailing Address		City	
Home Phone Number with area code ()		Cell or Message Phone with ()	
Full Middle Name		State	
Zip		How did you hear about The Ridge? Include name(s) of web site, or person(s):	
<p>No offer of employment is final until a prospective employee has passed our medical examination including lumbar x-ray, TB screening, lab testing of a urine sample to determine the presence of certain drugs and/or alcohol in the body. Do you agree to take this exam at our expense? Yes No</p>			
Do you have a valid California Drivers License? Yes No Please list restrictions:		Have you been a California resident for 3 or more years? Yes No	
Have you every applied here before and when? Yes No Date(s) _____		Have you ever been employed by this Company before? Yes No Indicate Date/Location _____	
<p>Are you willing to help clients with their care such as dressing, showering, toileting, bathing, grooming, health treatments and medical appointments? Yes No</p>			
Are you willing to perform housekeeping chores?		Are you willing to work weekends?	
Are you willing to work extra hours when necessary?		Do you know anybody who works for Peppermint Ridge? Who?	
Person to contact in case of an emergency::		Emergency contact phone number:	

RECORD OF EDUCATION

High School:	Address:		Did you graduate?
University or Career College:	Major:	Units:	Degree or Certificate awarded

PROFESSIONAL REFERENCES (Non-Relative References)

Name	Occupation	Relationship	Phone Number

EMPLOYMENT HISTORY

List below all past and present employment beginning with the most recent, including all volunteer and paid experience for the past 10 years.

Previous Employer Information				Start Date	End Date
Name of employer				Start Date	End Date
Address					
City	State	Zip	Phone ()		
Position		Supervisor			
Work performed:					
Reason for leaving:					
Was this experience working with people with developmental disabilities? Yes No Paid Volunteer					

Explain gap between this and previous employment (if any):

Previous Employer Information				Start Date	End Date
Name				Start Date	End Date
Address					
City	State	Zip	Phone ()		
Position		Supervisor			
Work performed:					
Reason for leaving:					
Was this experience working with people with developmental disabilities? Yes No Paid Volunteer					

Explain gap between this and previous employment (if any):

Note: You can attach a separate piece of paper and/or a resume with additional previous employer information.

EMPLOYMENT HISTORY

List below all past and present employment beginning with the most recent, including all volunteer and paid experience for the past 10 years.

Previous Employer Information

Name of employer

Start Date

End Date

Address

City

State

Zip

Phone ()

Position

Supervisor

Work performed:

Reason for leaving:

Was this experience working with people with developmental disabilities? **Yes** **No** Paid Volunteer

Explain gap between this and previous employment (if any):

Previous Employer Information

Name

Start Date

Address

City

State

Zip

Phone ()

Position

Supervisor

Work performed:

Reason for leaving:

Was this experience working with people with developmental disabilities? **Yes** **No** Paid Volunteer

Explain gap between this and previous employment (if any):

ANSWER ALL QUESTIONS WITH COMPLETE SENTENCES

Please list your scheduling limitations: _____

Available days: _____

Available times: _____

Why are you interested in working for Peppermint Ridge? _____

What skills do you feel are the most important to possess for the position you have applied for? _____

List some professional strengths you would bring with you if you were hired here at Peppermint Ridge? _____

What are your career goals? _____

Please list the type of client you would enjoy working with most: _____

Please describe the type of client you might find most challenging and why: _____

What is the hardest area of growth you have encountered for yourself? _____

I hereby certify that all of the foregoing information I have supplied in this application is correct and complete. I understand and agree to allow **Peppermint Ridge** ("The Ridge") to verify the information provided. I further understand that any falsification of information will constitute grounds for immediate dismissal upon discovery thereof. I give The Ridge permission to run my motor vehicle report for driving and insurance privileges. I give The Ridge permission to contact any or all of my previous employers and references for full information and hereby release The Ridge from any and all liability for doing so. I also understand that all offers of employment are conditioned upon the satisfactory completion of references and/or background checks and the submission of valid documentation that confirms my identity and authorization to work in the United States.

If employed and in consideration of my employment, I agree to conform to the rules, policies and procedures of The Ridge. **I understand that, if hired, I will be an at-will employee, which means that I may terminate my employment at any time, that The Ridge may transfer, reassign, suspend or demote me at any time and that my employment may be terminated at any time, with or without notice and with or without cause.** I further understand that no one has any authority to enter into any agreement of employment for any specified period of time, or to make any agreement contrary to the foregoing other than in a writing signed by me and by the Administrative Services Manager and/or the Executive Director.

How would you like to receive your final paycheck: Pick-up or mailed to your current address on file: _____

Applicants Signature:

Today's Date:



Serving Individuals with Developmental Disabilities Since 1959

AUTHORIZATION TO RELEASE JOB INFORMATION

As an applicant for a position with Peppermint Ridge, I am required to furnish information about my work history for the use in determining if qualifications meet the essential requirements of the job. Therefore, I hereby authorize the release and full disclosure of any or all information that you may have concerning my work history with your organization, including information of a confidential or privileged nature to Peppermint Ridge.

“In accordance with the mandates of public law, I hereby release your organization and all others from liability or damage which may result from releasing the information requested.”

“A photocopy of this release form will be valid as an original even though the said photocopy does not contain an original writing of my signature.”

“This release will expire one year from the date signed below.”

(Applicant’s Signature)

(Date)

(Applicants Printed Name)

APPLICANTS PLEASE READ

Please fill out the **top of this form with the company you worked for**, name of the company, address, your name in the box below, and **sign the bottom of this form** to authorize Peppermint Ridge to verify your reference.

Request for Job Information

List last employer, address and phone number, and please sign below.

Company Name: _____ ATTN: _____

Address _____ City _____ State _____ Zip _____

Phone number _____ Fax Number _____

I, _____
Applicants Name

This person has applied for employment with Peppermint Ridge. In this position, this person will be responsible for the care and supervision of adults with developmental disabilities; therefore, it is extremely important that we carefully screen this person's previous work history before making our final decision. Your participation in the process is invaluable to the health and safety of our clients; therefore we request that you answer the following questions and return this form to us as soon as possible to:

Mail or Fax to Peppermint Ridge Human Resources at:
(951) 737-0726

Dates of employment from: _____ to _____

Based on your employment records, would you consider this person a rehire?

(Circle one) Yes No

Did this person follow your agency rules and regulations?

(Circle one) Fully Mostly Seldom

How would you rate this person's job performance?

(Circle one) Above Standard Average Below Standard

Why did this person leave your employment?

Signature of employer _____ Date _____

Title _____ Phone _____

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This release will expire 1 year from the signed date below.

Signature of Applicant _____ Date _____

APPLICANT FEEDBACK
Peppermint Ridge

If you wish feedback on your application status, please provide your email address and complete:

Email address

Applicant's Name

Position Applied For

Date

Mailing Address

DO NOT WRITE BELOW THIS LINE

Dear Applicant,

The following is the result of your application for employment.

- Thank you for taking the time to apply for our posted opening. Although you have many of the qualities we require, another applicant more closely meets our needs at this time.

- Thank you for responding to the above opening. Although you have the necessary background for the job, applicants selected for interviews possessed a greater composite of overall qualifications.

- Thank you for your interest in the above opening. At this time, your qualifications do not meet basic job requirements as indicated in the comments section below.

- Job opening was cancelled.

- We have not received a follow-up phone call from you.

- Other: _____

Comments: _____

Human Resources Signature

Date

All applications will be kept on file for 1 year to be reviewed for any future openings. Thank you for your interest in Peppermint Ridge.