

**APPLICATION FOR EMPLOYMENT**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

(Please Print)

Position(s) Applied For:	Date of Application:
Name (last, first, middle)	Alias(es):
Address (street, city, state, zip)	
Telephone #:	SS#:

Big Horn Enterprises' vehicle insurance requires staff that transport clients to be 21 years old or older. Are you insurable?

___ Yes ___ No

Have you physical limitations which prevent you from performing certain jobs?

___ Yes ___ No

If yes, please explain: _____

Have you ever been employed with us before?

___ Yes ___ No

If yes, give date: _____

Are you currently employed?

___ Yes ___ No

May we contact your present employer?

___ Yes ___ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or Immigration status will be required upon employment).

___ Yes ___ No

On what date would you be available for work? _____

Are you available to work ___ Full-time ___ Part-time ___ Substitute

Have you been convicted of a felony? (Conviction will not necessarily disqualify an applicant from employment.)

___ Yes ___ No

If yes, please explain: _____

Are you currently on "lay off" status and subject to call?

___ Yes ___ No

EMPLOYMENT EXPERIENCE (most recent first)

Employer:	Dates Employed	Work Performed
Address:	From:	
City, State, Zip:		
Telephone #:	To:	
Job Title		
Reason for Leaving:		

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DRIVING RECORD

The following information is required. If this section is not completed, you will not be considered for employment in any position.

VALID DRIVER'S LICENSE #: _____ STATE: _____

CLASS: _____ EXPIRES: _____

Have you had any moving violations in the past three (3) years? [] No [] Yes How many? _____

Record the following information for the past five (5) years:

Accidents: Cause: _____

Date: _____ Where: _____

Estimate of Damage: Your car \$ _____ Other car: \$ _____

Injuries: _____

Citations: Date: _____ Place: _____

Kind: _____

Have you ever been convicted of driving under the influence? [] No [] Yes

If yes, date(s): _____ Explain: _____

EDUCATION BACKGROUND

SCHOOL	NAME & LOCATION OF SCHOOL	COURSE OF STUDY	# OF YEARS COMPLETED	DID YOU GRADUATE	DEGREE OF DIPLOMA
High School					
College					
Other					

List any of Big Horn Enterprises areas in which you will not accept employment: _____

REFERENCES:

Give name, address, and telephone number of three references who are not related to you and are not previous employers:

1. _____
2. _____
3. _____

SPECIAL SKILLS AND QUALIFICATIONS

Do you have a current CPR/first Aid Certification [☐] Yes [☐] No

Summarize special job-related skills and qualifications acquired from employment or other experience.

If you need additional space, please continue on a separate sheet of paper.

PRE-EMPLOYMENT DRUG SCREENING

I understand that Big Horn Enterprises has a policy against the possession, use, sale, or transfer of illegal drugs by its employees. I further understand that Big Horn Enterprises is committed to a drug-free workplace and the pre-employment drug testing is one method of implementing that policy. A copy of the Drug-free Workplace Policy is available from a Director. I understand that pre-employment testing is a condition of employment.

AUTHORIZATION FOR RELEASE OF INFORMATION

I, the undersigned applicant/employee, hereby expressly authorize Big Horn Enterprises, Inc. to make any investigation in my personal or employment history including, but not limited to, investigation of my personal or employment history, federal and/or state criminal, law enforcement, Exclusion from participating in Medicaid, Medicare, CHIP and all Federal healthcare programs, or traffic records. I specifically authorize those persons, who have access to such information, to make copies of all prior personal and employment history records and the records to any and all law enforcement agencies, courts, and social services agencies. I further authorize representatives of any agency contacted by Big Horn Enterprises, Inc. to release and make copies of such records in connections with my application for employment with Big Horn Enterprises, Inc. I further authorize any former employer, person, firm, corporation, credit agency, administrative body, or governmental or law enforcement agency, Department of Family Services, Department of Criminal Investigation, or other entity, to give Big Horn Enterprises, Inc. as set forth above, any information oral or written, they may have regarding me. An investigative consumer report concerning your credit history may be made as part of the employment process. In consideration of the review of my employment application by Big Horn Enterprises, I do hereby release, and agree to hold harmless, Big Horn Enterprises, Inc. and any person, entity or agency providing them with information from any liability or claims associated with the receipt, use or dissemination of such information.

Applicant

Date

APPLICANT'S STATEMENT

I hereby acknowledge that any employment relationship with this company is of an at will nature, which means that the employee may resign at any time and the employer is free to determine that continued employment is not in its best interest and to discharge that employee.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I certify that answers given herein are true and complete to the best of my knowledge.

Signed: _____ Date: _____