



# Tailored Living Choices

## Application for Employment

**NAPA COUNTY**  
 700 California Blvd.  
 Napa, CA 94559  
 707-259-0526

**LAKE COUNTY**  
 916 N. Forbes Street  
 Lakeport, CA 95453  
 707-263-3859

### CURRENT PERSONAL INFORMATION

Name ( <i>Last Name First</i> )			Email		
Present Address		Apt. #	City	State	Zip
Are you 18 years or older? <input type="checkbox"/> YES <input type="checkbox"/> NO		Telephone #		Cell Phone #	

### DESIRED EMPLOYMENT

Position		Date you can start	Salary desired
Are you currently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO		May we contact your current employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you ever worked as a caregiver? <input type="checkbox"/> YES <input type="checkbox"/> NO	Where?	When?	
What was your reason for leaving?			

**What is your availability?** TLC runs three shifts a day, seven days a week. Generally, and subject to client program needs, day shifts are generally 8 hours long beginning at 7am or 8am, Afternoon shifts are generally 7 hours long beginning between 2pm and 4pm and overnight/sleep shifts are generally 10 hours long and begin between 9pm and 11pm. Please check the box indicating which shifts you are available to work.

SUNDAY	<input type="checkbox"/> 8am to 3pm	<input type="checkbox"/> 3pm to 10pm	<input type="checkbox"/> 10pm to 8am
MONDAY	<input type="checkbox"/> 8am to 3pm	<input type="checkbox"/> 3pm to 10pm	<input type="checkbox"/> 10pm to 8am
TUESDAY	<input type="checkbox"/> 8am to 3pm	<input type="checkbox"/> 3pm to 10pm	<input type="checkbox"/> 10pm to 8am
WEDNESDAY	<input type="checkbox"/> 8am to 3pm	<input type="checkbox"/> 3pm to 10pm	<input type="checkbox"/> 10pm to 8am
THURSDAY	<input type="checkbox"/> 8am to 3pm	<input type="checkbox"/> 3pm to 10pm	<input type="checkbox"/> 10pm to 8am
FRIDAY	<input type="checkbox"/> 8am to 3pm	<input type="checkbox"/> 3pm to 10pm	<input type="checkbox"/> 10pm to 8am
SATURDAY	<input type="checkbox"/> 8am to 3pm	<input type="checkbox"/> 3pm to 10pm	<input type="checkbox"/> 10pm to 8am

Are there any permanent scheduling commitments you currently have which impact your availability? If so, please list them here:

Have you ever been employed with Tailored Living Choices in the past? If so, when, and what was the reason for you leaving?

How did you hear about us?

Do you have any relatives currently employed with TLC? If so, please list them here:

## EDUCATION

Level	Institution	# of Years	Did you graduate?	Subjects studied
High School				
College				
Trade or Business				

## MILITARY EXPERIENCE

Dates of Service	Rank Achieved	Duties Performed

## GENERAL

Are there subjects of special study or research work you have done that you believe will support your success in this position?

Do you have CPR, First Aid, Pro-Act or any other training or certifications you believe will support your success in this position?

Are there other specialized skills you have which you believe would support your success in this position?

**CURRENT /FORMER EMPLOYERS**List below the *last 5 consecutive* employers starting with the most recent one first

<b>Name of present or last employer</b>				
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Starting date</b>	<b>Leaving date</b>		<b>Job title</b>	
<b>Name of supervisor</b>	<b>Title</b>		<b>Phone</b>	
<b>Description of work</b>				
<b>Reason for leaving</b>				

<b>Name of present or last employer</b>				
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Starting date</b>	<b>Leaving date</b>		<b>Job title</b>	
<b>Name of supervisor</b>	<b>Title</b>		<b>Phone</b>	
<b>Description of work</b>				
<b>Reason for leaving</b>				

<b>Name of present or last employer</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Starting date</b>	<b>Leaving date</b>	<b>Job title</b>	
<b>Name of supervisor</b>	<b>Title</b>	<b>Phone</b>	
<b>Description of work</b>			
<b>Reason for leaving</b>			

<b>Name of present or last employer</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Starting date</b>	<b>Leaving date</b>	<b>Job title</b>	
<b>Name of supervisor</b>	<b>Title</b>	<b>Phone</b>	
<b>Description of work</b>			
<b>Reason for leaving</b>			

<b>Name of present or last employer</b>				
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Starting date</b>	<b>Leaving date</b>		<b>Job title</b>	
<b>Name of supervisor</b>	<b>Title</b>		<b>Phone</b>	
<b>Description of work</b>				
<b>Reason for leaving</b>				

## REFERENCES

Below please provide the names of three persons you are not related to whom we may speak regarding your application.

	<b>Name</b>	<b>Address and Phone Number</b>	<b>Business</b>	<b>Years Acquainted</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				

## BACKGROUND CHECK

We are required by the Department of Social Services to screen caregivers through a Department of Justice fingerprint background check. Do you consent to a background check upon offer of employment?

Yes       No

We are required to provide staff for Regional Center clients who are able to assist the client in community integration, independent living and emergency transportation. You must have reliable, independent, properly insured transportation, a valid California driver's license and the willingness, upon hire, to produce a DMV printout of your driving record. Final scheduling and suitability for hire decisions may be based in part on the status of your driving privileges and your moving violation history.

Do you have a valid California driver's license?  YES  NO

Do you have a reliable, properly insured vehicle at your disposal while on shift and proof of insurance and proof of car registration?  
 YES  NO

Tailored Living Choices requires that employees be reachable while on shift and provides a cell phone stipend to offset the cost. Do you have a working cell phone?

YES  NO

Please provide the number you use for work purposes here: \_\_\_\_\_

### **EQUAL OPPORTUNITY EMPLOYER**

Tailored Living Choices provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Tailored Living Choices complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Tailored Living Choices expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Tailored Living Choice's employees to perform their job duties may result in discipline up to and including discharge.

### **AUTHORIZATION**

I certify that the information in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements made on this application are grounds for immediate dismissal.

I authorize the investigation of all statements contained herein, the references, and employers listed above to give you all information concerning my previous employment. All pertinent information they have may have personal and/or otherwise releases the company from any and/or all liability for damages that may result from utilization of such information.

I also understand and agree that no representative of the company has any authorization to enter into any agreements for employment for any specified period, and/or to make any agreement contrary to the forgoing, unless it is in writing and an authorized company representative signs it.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date of Application**

### **FOR OFFICE USE ONLY**

**Application Received By** \_\_\_\_\_ **Date** \_\_\_\_\_

**Interviewed by** \_\_\_\_\_

**Comments** \_\_\_\_\_

\_\_\_\_\_