



Ubuntu Care, LLC

The following is a list of items needed to complete your Application:

- 1) Copy of Valid Social Security Card
- 2) Copy of Birth Certificate, Passport, Green Card, or Valid Employment Authorization Card
- 3) Copy of Valid Driver's License
- 4) Copy of Current Automobile Insurance – Applicants name must be on the policy
- 5) Copy of Highest Educational Level (Diploma, GED, or Degree)

IMPORTANT: You will NOT be interviewed if you do not have the above in your possession. As an equal opportunity employer, please be assured that your employment application will be considered without regard to race, creed, color, gender, age, sexual orientation, marital status, national origin or ancestry, disability, or veteran status.

Consistent with the provisions of the Americans with Disabilities Act (ADA) and the Maine Human Rights Act (MHRA), you (and all applicants) are invited to request accommodations to ensure full participation in the application/interview process.



EMPLOYMENT APPLICATION

Please complete the entire application.

1. Applicant Information

Applicant Full Name: _____

Home Address: _____

City/State/ZIP: _____

Number of years at this address: _____

Daytime phone: _____ Evening phone: _____

Mobile phone: _____

Driver's License (State/Number): _____

2. Emergency Contact

Who should be contacted if you are involved in an emergency?

Contact Name: _____

Relationship to you: _____

Address: _____

City/State/ZIP: _____

Daytime phone: _____ Evening phone: _____

3. Job Position Applied For:

4. Who referred you to our company? _____

5. Do you have any friends or relatives who work here?

If yes, please list here:

6. Have you applied to our company previously? Yes No

If yes, when? _____

7. Are you at least 18 years old? Yes No

8. Are you willing to work any shift, including nights and weekends? Yes No

If no, please state any

limitations: _____

9. If applicable, are you available to work overtime? Yes No

10. If you are offered employment, when would you be available to begin work?

11. Are you eligible to work in the United States? Yes No

12. Are you able to perform the essential functions of the job position you seek with or without reasonable accommodation? Yes No

What reasonable accommodation, if any, would you request?

13. Applicant Employment History

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

14. Applicant's Education and Training

College/University Name and Address

Did you Graduate? Yes No

Degree Received: _____

High School/GED Name and Address

Did you Graduate? Yes No

Degree Received: _____

Other Training (graduate, technical, vocational):

Please indicate any current professional licenses or certifications that you hold: _____

Awards, Honors, Special Achievements:

Military Service: Yes No Branch: _____

15. References

List any five non-relatives who would be willing to provide a reference for you. Please provide us with at least three professional reference, including at least one supervisor.

Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____
Relationship: _____

Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____
Relationship: _____

Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____
Relationship: _____

Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____
Relationship: _____

Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____
Relationship: _____

16. Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination. I also understand that UBUNTU CARE is an equal opportunity employer and all applications will be taken understand consideration.

I authorize UBUNTU CARE to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its leadership team, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of UBUNTU CARE, except in a specific written contract of employment signed on behalf of the organization by its leadership team, has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE DATE

Authorization and Release of DMV Records

I understand that driving my own vehicle is a requirement of the position I am being considered for and that having and maintaining a satisfactory driving record is a condition of my employment. I agree to allow Ubuntu Care, LLC to check my driving record prior to hire and to check it periodically thereafter. I further agree to report to my supervisor immediately any license suspensions, serious accidents or offenses, or any other condition that may affect my ability to drive at Ubuntu Care, LLC after I am hired. I agree to obtain a driver's license prior to hire if I do not already have one.

I understand that Ubuntu Care, LLC will use this information for employment purposes only and not furnish this information to a third party without my written consent.

I agree to release Ubuntu Care, its employees and those who supplied the company with the information from any liability for any damage that may result from furnishing the requested information or my failure to be hired for the position for which I am applying.

Print Name

Signature

Driver's License Number

Date of Birth

State of License

Date

Authorization and Release of Background Information

All offers of employment at Ubuntu Care are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees, who are promoted, as deemed necessary. Due to the nature of the work, certain background requirement from both State and Federal agencies will be conducted.

Candidates must complete a background check authorization form with the application. The State of Maine requires a contingent offer of employment be made prior to conducting a background check. Ubuntu Care will order the background check upon receipt of the signed offer letter and release form, and employment screening service will conduct the checks. A designated HR representative will review all results.

The HR representative will notify the hiring manager as to the eligibility of the candidate and will not disclose any information obtain in the results of the check. Background check information will be maintained in employees' personnel files for a minimum of five years.

Print Name

Signature

Please provide us with the last 2 home addresses within the last 5 years. If you have not lived in the United States for the last 5 years, please provide the most current address.

Street Address

Town/ State

Zip

Date of Birth

Full Social Security Number

