

Dear Applicant,

Your application will be promptly distributed to the appropriate supervisor for consideration. Please make sure your application is completed thoroughly as applications with gaps in required information will not be considered. Applicants being considered for an interview will be contacted by telephone. Please do not call to check on your status.

Thank you  
Sunrise Services, Inc.

Name (please print): \_\_\_\_\_ Date \_\_\_\_\_

# APPLICATION FOR EMPLOYMENT



811 Madison Street (P.O. Box 2569) Everett, WA 98213  
(425) 212-4200

Sunrise Services, Inc. is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, sex, sexual orientation, religion or national origin, creed, marital status, age, income level, Vietnam era or other veteran's status, sensory, mental or physical disability, or use of a trained dog guide or service animal by a person with a disability. Auxiliary aids and services are available upon request to individuals with disabilities.

## Instructions to Applicants

### Please read carefully BEFORE completing application

1. Please respond to all questions on the Sunrise application. If a particular question doesn't apply to you, or you don't know the answer, can't remember a date, etc. please write, "doesn't apply," "don't know," "can't remember" or a similar explanation in the appropriate blank.
2. Be sure to carefully read and sign the boxed "Please read before signing" statement. Unsigned applications will not be considered.
3. State law requires that applicants pass a background investigation as a condition of employment at Sunrise. Please complete DSHS/AASA *Background Inquiry Application* included in this packet.

Thank you for your interest in working for Sunrise Services!

### Company Use Only

<u>Date</u>	<u>Notes</u>	Interviewer _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PERSONAL**

Position desired \_\_\_\_\_ Date \_\_\_\_\_

Are you seeking full or part-time employment? (please specify) \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Email Address

Permanent Address \_\_\_\_\_  
Street Address Apt. or PO Box # City State Zip Code

Phone (\_\_\_\_\_) \_\_\_\_\_ Alternate Phone (\_\_\_\_\_) \_\_\_\_\_

How did you hear about Sunrise? \_\_\_\_\_ When are you available to begin work? \_\_\_\_\_

Have you applied for work here before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Have you ever worked for Sunrise Services before? \_\_\_\_\_ If yes, where and when? \_\_\_\_\_

Are you now, or do you expect to be, working in any other business or job? (please explain) \_\_\_\_\_

Are there any days or hours you would be unable or unwilling to work? Yes  No  If yes, please specify those days or hours you would be unable or unwilling to work. \_\_\_\_\_

**EDUCATION**

High School Attended \_\_\_\_\_ Location \_\_\_\_\_

Did you graduate or receive a GED? (If yes, specify which) \_\_\_\_\_

Vocational school Attended \_\_\_\_\_ Location \_\_\_\_\_

Did you graduate? (If yes, list degree(s), course of study) \_\_\_\_\_

College attended \_\_\_\_\_ Location \_\_\_\_\_

Did you graduate? (If yes, list degree(s), major, minor) \_\_\_\_\_

Other education/training \_\_\_\_\_

**SPECIAL SKILLS** Use this space below to describe why you are interested in working for Sunrise Services and to list those skills and abilities which you feel particularly qualify you for a position with us.

**Have you been unemployed or have not worked for anyone for more than 40 hours during the last 60-days?**  
Yes  No

**WORK EXPERIENCE** Please list all work experience; attach additional pages as necessary. Begin with your *most recent* employment.

From \_\_\_\_\_ To \_\_\_\_\_ Company name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Supervisor name & title \_\_\_\_\_

Position \_\_\_\_\_ Job duties \_\_\_\_\_

Hours per week \_\_\_\_\_ Beginning salary \_\_\_\_\_ Ending salary \_\_\_\_\_

Why did you leave? \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Company name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Supervisor name & title \_\_\_\_\_

Position \_\_\_\_\_ Job duties \_\_\_\_\_

Hours per week \_\_\_\_\_ Beginning salary \_\_\_\_\_ Ending salary \_\_\_\_\_

Why did you leave? \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Company name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Supervisor name & title \_\_\_\_\_

Position \_\_\_\_\_ Job duties \_\_\_\_\_

Hours per week \_\_\_\_\_ Beginning salary \_\_\_\_\_ Ending salary \_\_\_\_\_

Why did you leave? \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Company name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Supervisor name & title \_\_\_\_\_

Position \_\_\_\_\_ Job duties \_\_\_\_\_

Hours per week \_\_\_\_\_ Beginning salary \_\_\_\_\_ Ending salary \_\_\_\_\_

Why did you leave? \_\_\_\_\_

**REFERENCES** Please list three individuals who have known you for at least one year and who are familiar with your work, and who are not related to you.

1. Name \_\_\_\_\_ Phone(\_\_\_\_\_) \_\_\_\_\_

Business \_\_\_\_\_ Years known \_\_\_\_\_

2. Name \_\_\_\_\_ Phone(\_\_\_\_\_) \_\_\_\_\_

Business \_\_\_\_\_ Years known \_\_\_\_\_

3. Name \_\_\_\_\_ Phone(\_\_\_\_\_) \_\_\_\_\_

Business \_\_\_\_\_ Years known \_\_\_\_\_

**CAPABILITY / RELIABILITY**

Would you be willing and able to perform all of the tasks required by the job you are applying for? Yes  No

If not, explain which tasks \_\_\_\_\_

Will you abide by the safety rules of Sunrise Services? Yes  No

Have you ever been disciplined for violating company safety rules or regulations? Yes  No

If yes, please explain \_\_\_\_\_

How many days of work (or school) have you missed in the last two years? \_\_\_\_\_

How many times have you been late for work (or school) in the last two years? \_\_\_\_\_

Would you be willing and able to report to work on time every day on a regular and consistent basis? Yes  No

If no, please explain \_\_\_\_\_

**QUESTIONS** Please answer the following questions.

1. May we contact your current employer? Yes  No

2. Are you under the age of 18? Yes  No

3. Will your immigration or visa status prohibit lawful employment? Yes  No

4. Many of our positions require that the employee have reliable transportation, driver's license, and liability insurance in order to transport our participants. If you are interested in one of these positions then please answer the following questions: Do you have a current, valid driver's license? Yes  No

Do you have reliable transportation to transport clients on a regular and consistent basis? Yes  No

Does the vehicle have \$100,000 liability coverage? Yes  No

5. Have you ever been fired, or asked to resign from a job? Yes  No  If yes, explain \_\_\_\_\_

6. Have you ever been disciplined or received verbal or written warnings for absenteeism or tardiness? Yes  No

If yes, please explain \_\_\_\_\_

7. Have you ever been required by any licensing board or professional ethics body to surrender a license or have you ever been found guilty of professional ethics code violations or professional misconduct? Yes  No

If yes, please explain \_\_\_\_\_

**AFFIDAVIT – Please Read Before Signing**

I certify that the information given by me to Sunrise Services, Inc. is true and complete. I understand that any incomplete, misleading, or false information will disqualify my application. I understand that if I am employed, discovery that I gave misleading, false, or incomplete information during the application process may result in my immediate dismissal. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with Sunrise Services’ interests or those of its clients, nor will I become engaged in such activity or business if employed.

I authorize Sunrise Services, Inc. to solicit information regarding my work history/previous employment, character, general reputation, and similar background information, and to contact any references and former employers listed on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities and damages for any reason arising out of the furnishing of such information. If employed, I release the company from any liability for future references it may provide regarding my work with Sunrise Services, Inc.

If I am employed, I authorize Sunrise Services, Inc. to obtain a copy of my driving record for the previous three years on an annual basis. I agree that, if I am employed, I will maintain Professional Boundaries with Participants/Clients at all times and adhere strictly to company training and procedures.

**I agree that, if I am employed, I will abide by all the rules and regulations of the company. I understand and agree that if I am hired, my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either Sunrise Services, Inc. or myself. I understand that no representative of Sunrise Services, Inc. (other than the President) has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.**

If employed, I agree that if Sunrise Services, Inc. advances any paid leave before it has been accrued, or advances or loans me any money during the course of my employment, or if I lose, damage, or fail to return any company property, Sunrise Services, Inc. is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

Applicant  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Sunrise Services, Inc. is an Equal Opportunity Employer. We encourage all qualified individuals to apply for employment. Rev.5/22/09



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# DSHS

## Developmental Disabilities Providers

### Individual Providers and Home Care Agency Provider (AASA)

### Background Inquiry Application

State law requires that applicants pass a background investigation as a condition of employment at Sunrise. Please answer the following questions. Any incomplete, misleading, or false information will disqualify your application. If you are employed, discovery that you gave misleading, false, or incomplete information during the application process may result in your immediate dismissal.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

1. Have you been convicted of, or do you have charges pending for any crime? Yes No  
If yes, give the crime, the conviction date or charge status and the state where it occurred.
2. Have you ever been found to have sexually abused, physically abused, neglected, abandoned or exploited a child or adult? Yes No  
If yes, give name of court, state licensing board, disciplinary board, or dependency action, details of the finding, and the state where it occurred.
3. Have you ever had a contract and/or license to care for children or adults denied, terminated, revoked, or suspended? Yes No  
If yes, give date, contract and/or license type, name of contracting agency, and the state where it occurred.
4. Has a court ever issued an order of protection against you for abuse, neglect, financial exploitation, or abandonment? Yes No  
If yes, give date, court, and the state where it occurred.

## Pre-Hire Affirmative Action Information

Sunrise Services, Inc. is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we invite employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Name \_\_\_\_\_

Date \_\_\_\_\_

Please respond to the questions below by checking the answers that apply

1. I am  Male  Female

2. My ethnic origin is

White  Hispanic  Native American or Alaska Native  
 Black  Asian  Native Hawaiian or other Pacific Islander  Two or more races

3. I am a veteran of the U.S. military  Yes  No

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

5. I heard about this position from \_\_\_\_\_  
(Please be as specific as possible: in which newspaper did you see our advertisement, where did you see one of our fliers, which agency or person referred you, at what job fair did you learn about Sunrise, etc.)