

# Application for Employment

## CHEROKEE ELDER CARE—PACE

1387 W. 4th Street  
Tahlequah, OK 74464  
918-453-5554  
918-431-4112—Fax

1. Position for which you are applying: \_\_\_\_\_
2. Referral Source:  Website \_\_\_\_\_  Other \_\_\_\_\_  Advertisement \_\_\_\_\_
3. Name: \_\_\_\_\_  

First
Middle
Last
Maiden
4. Address: \_\_\_\_\_
5. Social Security Number: \_\_\_\_\_
6. Home Phone Number: \_\_\_\_\_ Daytime Number: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_
7. Check all types of work you would accept:  Regular  Full-Time  Temporary  Part-Time  
 Night Work  Shift Work  Weekend Work  Day Work
8. When would you be able to start work? \_\_\_\_\_
9. Do you have a valid driver's license?  Yes  No      If yes, number is \_\_\_\_\_ State \_\_\_\_\_
10. Type of license:  Operator  Commercial Operator  Chauffeur (Please include current MVR with application)
11. Does license have restrictions?  Yes  No      If yes, please explain \_\_\_\_\_
12. Do you have a High School Diploma or equivalent?  Yes  No      If yes, include verification if required.
13. What is the highest education level you have completed?  1-8  9-12  Bachelor's  Master's  Ph.D.
14. If you have attended a college, university, vocational-technical or trades school, complete the following. Please provide an official transcript or a copy with seal, which shows academic or vocational training beyond the high school level.

Institution Name & Location	Dates Attended From (Mo/Yr) To (Mo/Yr)	Area of Study	Total # Hours Completed	Degree/ Certificate?	Date Rec'd

15. **SPECIAL QUALIFICATIONS AND SKILLS:** List qualifications and skills you possess which are required for the job as stated in the "Job Opportunity Announcement," such as shorthand proficiency (give speeds), ability to operate specialized machinery or equipment, or professional registration or licensing. Indicate any training or honors you have had which are directly related to the job you are applying.

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16. **EXPERIENCE:** Please list your work record beginning with your most recent job, including any military service and do not reference a resume. Use additional paper if necessary. Experience more than seven (7) years ago may be omitted if it does not apply to the job for which you are applying. You may include and receive credit for volunteer or other unpaid work experience that is related to the job for which you are applying.





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