



**EMPLOYMENT APPLICATION**  
*An Equal Employment Opportunity Employer*

**THANK YOU FOR APPLYING**

Thank you for your interest in Peaceful Living, LLC. We want you to know that we believe providing quality service to our clients is the key to being successful.

As part of our employment process, we require all applicants to complete this Employment Application, regardless of whether a resume is submitted. A resume, letters of recommendation, certificates and diplomas, if available, may be attached.

This application form was designed for use by persons applying for various types of positions. Some questions may not be completely applicable to your situation, but we ask that you answer all job-related inquiries to the best of your ability.

Peaceful Living, LLC. is an equal opportunity employer and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, marital status, color, creed, sexual orientation, veteran status, disability or any other legally protected status. Information provided on this application will not be used for any discriminatory purpose. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law. Equal access to employment services and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

We believe our employees are our greatest assets. Because of this, we take the selection and hiring process very seriously. As your potential employer, we will consider you on the basis of your employment application, prior work experience, pre-employment evaluations, and references. After reviewing your paperwork, we may contact you to set up an interview.

We do all of this because, as your prospective employer, we are considering two very important questions:

- **Is this the right position for you?**
- **Are you the best applicant for the position?**

Remember, we are trying to find a good match between the applicant and the position so that everybody benefits. If the position is not right for you, do not be discouraged, but realize you are avoiding a negative work experience.

Again, thank you for applying with our organization. We wish you the best of luck in your job search.

[over]

PLEASE READ CAREFULLY AND PRINT IN INK NEATLY OR TYPE



\_\_\_\_\_ :Date of Application

Name: \_\_\_\_\_  
Last First Middle

Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
Home Message Number

Current Address: \_\_\_\_\_  
Street City: State: Zip

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_

**EMPLOYMENT DESIRED**

Which position are you applying for? \_\_\_\_\_

Why are you applying for work at Peaceful Living LLC? \_\_\_\_\_  
\_\_\_\_\_

Briefly summarize your exposure to and experience with persons with development disabilities, if any: \_\_\_\_\_  
\_\_\_\_\_

If limited experience, state why you would like to work with people with developmental disabilities: \_\_\_\_\_  
\_\_\_\_\_

Do you have a preference working with (*please circle*): children, adult elderly No preference

Are you seeking:  Full-time  Part-time  Other: \_\_\_\_\_

What hours are you available/willing to work (shift length)? \_\_\_\_\_

*Please fill out attached Time Availability Sheet*

Check all that you are willing to consider:

- Part time work  Full-time work  24-hour shifts (3 pm to 3 pm)  Awake overnights
- Working 3 to 5 evenings a week  Working weekends  Early mornings (beginning at 6 am)

What salary range do you require? \_\_\_\_\_ (hourly)

How far are you willing to drive (miles)? \_\_\_\_\_

Are you willing to work:

Overtime?  Yes  No Weekends?  Yes  No Holidays?  Yes  No

Are you available on short notice?  Yes  No

**PERSONAL INFORMATION**

Do you have a valid driver's license and automobile Insurance?  Yes  No

*A valid driver's license and current/active car insurance is a requirement of employment. Proof of both will need to be provided upon hiring.*

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Are you willing and able to drive on the job?  Yes  No  
If no, please explain: \_\_\_\_\_

If hired, would you have reliable transportation to and from the work site?  Yes  No What is it? \_\_\_\_\_

Have you had any accidents or moving violations in the past 3 years?  Yes  No

If you are under 18, can you furnish a work permit?  Yes  No If not, please explain: \_\_\_\_\_  
*Please note that most positions require employee to be 18 years of age or older.*

Are you currently employed?  Yes  No If hired, when you be able to start: \_\_\_\_\_

After reviewing the job description for the position that you are applying for (job descriptions available on the website), do you have any limitations on your ability to perform job-related functions of the position for which you are applying? Yes  No  If yes, describe the conditions and the nature of your work limitations: \_\_\_\_\_  
\_\_\_\_\_

How did you hear about Peaceful Living and/or this opening?  
 Newspaper: \_\_\_\_\_  Internet (which site): \_\_\_\_\_  Other: \_\_\_\_\_  
 If by current Peaceful Living employee, who? \_\_\_\_\_

Have you previously applied to Peaceful Living LLC?  Yes  No If yes, when? \_\_\_\_\_

Were you previously employed by Peaceful Living LLC?  Yes  No If yes, when? \_\_\_\_\_

Have you ever worked for us under a different name?  Yes  No If yes state name: \_\_\_\_\_

Do you have any relatives employed by Peaceful Living LLC?  
 Yes  No If Yes, list name and relationship \_\_\_\_\_

If hired, can you present evidence of your US citizenship or proof of your legal right to live and work in the United States? Yes  No  *U.S. Immigration Form 1-9 must be completed within 3 days of hiring.*

Have you ever been convicted of any criminal charges, or are you waiting trail anywhere, including federal, state, local, military and tribal courts? Yes  No  If yes, state nature of the crime(s), when and where convicted, and disposition of the case(s): \_\_\_\_\_  
\_\_\_\_\_

Have you ever been on the Office of Inspector General (OIG) Exclusion List? Yes  No   
If yes, explain: \_\_\_\_\_

*Wisconsin Statutes require employers of individuals involved in the home or personal care of others to conduct extensive caregiver criminal background checks of those considered for employment, as required by the Wisconsin Caregiving Law (Chapter DHS 12: Caregiver Background Checks & Appendix A: Offenses Affecting Caregiver Eligibility). Conviction of a crime does not automatically disqualify you from employment.*

Have you ever been discharged or asked to resign from any position?  Yes  No If yes, please described: \_\_\_\_\_  
\_\_\_\_\_

Do you have any allergies (fearness of) which would affect your working in a household? (cats, dogs, smoking, etc.)  
 Yes  No If yes please explain \_\_\_\_\_

[over]



**MILITARY SERVICE**

Have you performed military service?  Yes  No      Dates of service:      From: \_\_\_\_\_ To: \_\_\_\_\_

If you have obtained any special skills or abilities as a result of service in the military, please describe: \_\_\_\_\_

**EDUCATION AND TRAINING**

Summarize your special skills or qualification for a position with Peaceful Living and the position for which you have applied: \_\_\_\_\_

Check those which you possess:

- Current Minnesota Home Health Aid Certification       Current Wisconsin Home Health Aid Certification
- Current Minnesota CNA License       Current Wisconsin CNA License
- Current CPR Card       Current First Aid Card       Other: \_\_\_\_\_

**LICENSES, REGISTRATIONS, CERTIFICATIONS**

TYPE	STATE ISSUED	DATE	NUMBER	VERIFIED

**FORMAL EDUCATION**

	SCHOOL NAME	MAJOR	YEARS COMPLETED	GRADUATED YES OR NO?	DEGREE
<b>HIGH SCHOOL</b>					
<b>COLLEGE</b>					
<b>TECHNICAL/ TRADE</b>					
<b>OTHER EDUCATIONAL TRAINING</b>					

**PROFESSIONAL REFERENCES**

Please list the names and telephone numbers of three people, not related to you, whom you have known for at least one year.

NAME/PROFESSIONAL TITLE	TELEPHONE: DAY/EVENING	YEARS KNOWN	HOW DOES THIS PERSON KNOW YOU

[over]



## EMPLOYMENT EXPERIENCE

Begin with the most recent. Include military service and volunteer experience. You must complete all lines even if you are attaching your resume. You may copy this page, if you need to add more information.

Name and Address/City/State of Company	Employment Length: From: _____ To: _____
	Reason for Leaving:
Phone Number:	Brief Description of Job Duties:
Your Job Title:	
Supervisors Name:	
Hourly Rate/Salary: Start _____ Final _____	May we contact this employer: <input type="checkbox"/> Yes <input type="checkbox"/> No

Name and Address/City/State of Company	Employment Length: From: _____ To: _____
	Reason for Leaving:
Phone Number:	Brief Description of Job Duties:
Your Job Title:	
Supervisors Name:	
Hourly Rate/Salary: Start _____ Final _____	May we contact this employer: <input type="checkbox"/> Yes <input type="checkbox"/> No

Name and Address/City/State of Company	Employment Length: From: _____ To: _____
	Reason for Leaving:
Phone Number:	Brief Description of Job Duties:
Your Job Title:	
Supervisors Name:	
Hourly Rate/Salary: Start _____ Final _____	May we contact this employer: <input type="checkbox"/> Yes <input type="checkbox"/> No

Name and Address/City/State of Company	Employment Length: From: _____ To: _____
	Reason for Leaving:
Phone Number:	Brief Description of Job Duties:
Your Job Title:	
Supervisors Name:	
Hourly Rate/Salary: Start _____ Final _____	May we contact this employer: <input type="checkbox"/> Yes <input type="checkbox"/> No

Explain any gaps of employment, if applicable: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[over]



## TO ALL APPLICANTS:

Peaceful Living, LLC is an “at will” employer. “At will” means employees have the right to end their employment without notice. Also, the company reserves the right to terminate employment without reason or notice. This does not include any person who holds contracts for employment or any unfair employment practices.

If you are considered for employment, you must meet and sustain the following criteria:

- Must possess a valid driver’s license
- Have automobile insurance
- Possess a vehicle to use at and for work at all times
- Cleared required criminal background check(s)
- Minimum 50 lbs. weight lifting ability is mandatory for employment.

Employment or continued employment is contingent on all factors above.

### **Mandatory Trainings:**

All new Employees will be required to complete the following trainings:

- a) Orientation training (12 hours) in the main office of Peaceful Living. Training will be both Thursday (9 am to 3 pm) and Friday (9 am to 3 pm);
- b) No employee may work at any home until orientation and on-site training has been completed and reviewed by RN or Qualified Person;
- c) On-line training will be required to be completed prior to office orientation training. If hired, employees will be required to complete and provide Certificate for the following on-line training(s):
  - i) On-line “*Individualized Personal Care Assistant Training*” (3 hours) located at (<http://registrations.dhs.state.mn.us/>);
  - ii) For Minnesota employees only. On-line “*Vulnerable Adult Mandated Reporter Training*” (2 hours) located at (<http://registrations.dhs.state.mn.us/>). Select “Online Training” to access this training.

Please note that for Minnesota candidates, additional competency training may be required upon hire if employee is not licensed or certified as a CNA or Home Health Aide.

All training is paid at minimum wage. This includes all on-going training.

[over]



# Time Availability Sheet

Please note the times and days you CAN work by identifying your availability in the grid below. If your “availability” changes, it is imperative that you let Peaceful Living know as soon as possible and/or redo this grid. This is the only way we know when you are available to work.

This form is available on the Peaceful Living website ([www.peacefullivingcare.com](http://www.peacefullivingcare.com)).

Name: \_\_\_\_\_ Month/Year: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 AM							
9 AM							
10 AM							
11 AM							
12 AM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							
11 PM							
12 AM							
1 AM							
2 AM							
3 AM							
4 AM							
5 AM							
6 AM							
7 AM							

[over]



PLEASE READ AND SIGN BELOW

I certify that the facts written on this employment application (and any accompanying information) are true and complete to the best of my knowledge. I understand that any falsification, omission, misrepresentation, or concealment of information on this application may be sufficient grounds for disqualification from further consideration for hire or immediate discharge and that Peaceful Living, LLC will not be liable in any respect if my employment is denied or for dismissal if discovered at a later date. I understand that employment is conditioned upon verification of the information contained herein.

I authorize Peaceful Living, LLC. to verify the information contained in this application and to investigate my personal or employment history. I also authorize any former school, employer or person to release information they may have about me. I understand that questions may be asked about my education background, work experience, achievements, wage history, performance, attendance, personal history, character, personality, disciplinary information, and reason for separation from former employment. I also hereby release Peaceful Living, LLC. from all liability for damages or claims - including, but not limited to, defamation, interference with contract, and negligence - which may arise or result from any reference information gathered pursuant to this authorization.

I understand that nothing in this application, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a contract. I agree and understand that if I am hired by Peaceful Living, LLC. , my employment will be "at-will", for an indefinite period of time, and may be terminated at any time, with or without cause or notice, at the options of Peaceful Living or myself.

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

\_\_\_\_\_  
Date

*This application will be considered active for 60 days and will be retained for 2 years. If you have not been employed during this period and are still interested in employment with Peaceful Living, LLC, please contact Human Resources and request your application be reactivated.*

**PLEASE FAX, MAIL OR DROP OFF COMPLETED EMPLOYMENT APPLICATION TO:**

Peaceful Living, LLC  
1200 Hosford Street, Suite 107, Hudson, WI 54016  
FAX: 715-386-0873 | PHONE: 715-386-7071  
Website: www.peacefullivingcare.com

**OFFICE USE ONLY**

SUBMITTED PCA CERTIFICATE                      YES  NO   
REALIABLE TRANSPORTATION                      YES  NO   
VALID DRIVER LICENSE                              YES  NO   
CURRENT/ACTIVE AUTO INSURANCE              YES  NO   
CPR:                      YES  NO   
FIRST AIDE:            YES  NO

INTERVIEW DATE: \_\_\_\_\_

INTERVIEWED BY \_\_\_\_\_

HIRED: YES                       NO