

## CDPAP/ACDS Personal Assistant Information Form

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Date Available to start: \_\_\_\_\_

Are you over 18 years old?      Yes      No

Are you legally eligible for employment in the United States?      Yes      No  
(Proof of citizenship or immigration status will be required upon employment)

Have you ever been convicted of a misdemeanor, felony or sexual abuse charge and/or do you have any pending criminal charges in any jurisdiction?      Yes      No

If you answered Yes, please explain:

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Have you ever had your driver's license revoked, suspended, incurred a DWI or DUI, any driving convictions, or any occurrence involving harm to (person's) human beings or property while driving?      Yes      No

If you answered Yes, please explain:

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### **Employment History** (Start with most recent or present job)

**Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor and Title: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

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Brief summary of job: \_\_\_\_\_

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Reason for leaving: \_\_\_\_\_

**Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor and Title: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Brief summary of job: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

**Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor and Title: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Brief summary of job: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

### **Educational Background**

**High School:** \_\_\_\_\_

Address: \_\_\_\_\_

Did you graduate?      Yes      No

Type of degree or diploma that you received: \_\_\_\_\_

\_\_\_\_\_

**College:** \_\_\_\_\_

Address: \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Did you graduate?      Yes      No

Type of degree received: \_\_\_\_\_

\_\_\_\_\_

**Trade School:** \_\_\_\_\_

Address: \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Did you complete the course?      Yes      No

Type of trade/training that you received: \_\_\_\_\_

\_\_\_\_\_

### **Additional Qualifications**

Please list any additional training or experience you have that is applicable to this job:

\_\_\_\_\_

\_\_\_\_\_

## **Personal Assistant and Consumer Attestation**

### **I Attest that I am not any of the following:**

- I am not the spouse of the consumer who is hiring me
- I am not the parent of the consumer who is hiring me if the consumer is under the age of 21

I certify that the information provided on this form is accurate and complete. In the event of employment, I understand that false or misleading information given can affect my employment status. I authorize investigation of all statements contained in this application.

Personal Assistant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **I have reviewed the information stated in this document and would like to hire this individual as my Personal Assistant.**

- I attest that the Personal Assistant I am hiring is not my spouse.
- I attest that the Personal Assistant I am hiring is not my parent if I am under the age of 21

Consumers/D.R. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Consumer's Name (Please Print): \_\_\_\_\_