



Independent Contractor Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
How long?			
Phone		E-mail Address	
Date Available	Social Security No.		
Position Applied for		Salary desired	
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain
Are you currently involved in a DIDD investigation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School	City/State		
	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree	
College	City/State		
	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree	
Other	City/State		
	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree	

REFERENCES	
<i>Please list three professional references. Include at least 1 who has known you for at least 5 years.</i>	
Full Name	Relationship
Company	Phone ()
Street Address	E-mail Address
Full Name	Relationship
Company	Phone ()
Street Address	E-mail Address
Full Name	Relationship
Company	Phone ()
Street Address	E-mail Address

PREVIOUS EMPLOYMENT (COMPLETE WORK HISTORY FOR THE PAST 5 YEARS)

Company	Phone ()
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Address	Supervisor
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Job Title	Starting Salary	\$	Ending Salary	\$
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Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES NO

Company	Phone ()
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Address	Supervisor
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Job Title	Starting Salary	\$	Ending Salary	\$
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Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES NO

Company	Phone ()
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Address	Supervisor
---------	------------

Job Title	Starting Salary	\$	Ending Salary	\$
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Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES NO

BACKGROUND

Have you ever been convicted of a crime? YES NO

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

DRIVER'S LICENSE

Do you have a driver's license? YES NO

Driver's license number _____ State of issue _____ Expiration date _____

Do you have a reliable mode of transportation for work? _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How Many? _____

COMPUTER SKILLS

Do you type?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	How many words per minute? _____
Do you know Microsoft Word?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Do you know Microsoft Excel?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Can you graph data?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Do you have computer programming skills?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

HISTORY OF TREATMENT

Do you currently have a history of mental illness?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have a history of an emotional disorder?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever received family counseling?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you had a psychological test?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you had any major illnesses in the last year?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have any new, recent diagnosis?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you had any major illnesses in the last year?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

HOME LIFE

How many people live in your home full time?	_____
How many people live in your home part-time?	_____

Do you have any animals? YES NO What type? _____

*If you have animals, we will require you to provide proof of vaccinations on an annual basis.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature _____

Date _____

I, the undersigned applicant, understand that a drug screening is part of the pre-employment process and that if my test results are positive, I shall not be considered further by iPart Families, LLC.

I, the undersigned applicant, understand that an initial background investigation as well as monthly OIG/LEIE (Office of Inspector General/List of Excluded Individuals and Entities) checks are required.

I, the undersigned applicant, certify and affirm that, to the best of my knowledge and belief; I **HAVE** or **HAVE NOT** (circle one) had a case of abuse, neglect, mistreatment or exploitation substantiated against me. As a condition of submitting this application and in order to verify this affirmation, I further release and authorize iPart Families, LLC, the Tennessee Department of Intellectual and Developmental Disabilities and the Bureau of TennCare to have full and complete access to any and all current or prior personnel or investigative records, from any party, person, business or agency, as pertains to any substantiated allegations against me of abuse, neglect, mistreatment or exploitation and to consider this information as may be deemed appropriate.

Signature _____

Date _____

FOR OFFICE USE ONLY

App Receipt Date _____

Under consideration for _____ position

1st Interview Date _____

Recommended for Second Interview? Yes No

2nd Interview Date _____

Recommended for home visit? Yes No

Home Visit Checklist Date _____

Pass _____ Items Needed _____ Fail _____

Reference Check Completion Date _____

Acceptable Not Acceptable

Drug Screen Date _____

Background Screen Date _____

Hire Decision Date _____

Hired Yes No