

# WE ARE

## JOIN OUR TEAM

### WHY WORK FOR COASTAL KIDS?

- Positive Work Environment
- Flexible Hours
- Opportunities for Growth

### POSITIONS OPEN

- Part time and Full time
- Nursing (CNA, LV, RN)
- Social Work/Counseling (ACSW, AMFT, LCSW, LMFT)

*"I absolutely love working for Coastal Kids. It has been amazing working with the kids and really building bonds with them and their families. We also have really amazing staff who are just so supportive and we really care for each other and rely on each other for help. As a mom of three, I get to have a flexible schedule so that I get to be home by the time my kids get out of school and that is such a benefit. It's truly such a blessing to work with someone like Coastal Kids." --Lulu, RN*

*"I'm a mom and I have two young kids, at CK I have autonomy to create my schedule to put my family first. I can be great at my job and a wonderful mom at the same time." --Stephanie, ACSW*

*"I love the strong relationships we build at CK, it really supports my ability to perform at my best when I work with a strong, creative and dedicated team. Working with pediatrics and bereaved of all ages is very rewarding if it is for you." --Angelica, ACSW*

## GENERAL REQUIREMENTS :

EMAIL A COMPLETED APPLICATION  
(SEE BELOW AND YOUR RESUME TO :

[saguirre@coastalkidshomecare.org](mailto:saguirre@coastalkidshomecare.org)



1172 S. Main Street. #125  
Salinas, CA 93901  
(800) 214-5439 – Phone  
(831) 796-0334 - Fax  
[margy@coastalkidshomecare.org](mailto:margy@coastalkidshomecare.org)  
[www.coastalkidshomecare.org](http://www.coastalkidshomecare.org)

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**COASTAL KIDS HOME CARE IS AN EQUAL OPPORTUNITY EMPLOYER**

State and federal laws prohibit discrimination in employment because of race, color, national origin, ancestry, sex, gender (including gender identity and gender expression), religion, age, mental or physical disability, military or veteran status, medical condition, marital status, sexual orientation, pregnancy, or any other characteristic protected by federal, state or local law.

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**NOTE:** Please answer all questions completely and accurately. False or misleading statements during the interview and/or on this form are grounds for terminating the application process, or if discovered after employment, terminating the employment relationship.

## PERSONAL INFORMATION

Please print clearly. Use additional pages as necessary.

1. **Name:** \_\_\_\_\_  
Last First Middle
  
2. **Address:** \_\_\_\_\_  
Street City State Zip
  
3. **Telephone Number:** ( ) - \_\_\_\_\_
4. **Email Address** \_\_\_\_\_
  
5. **Are you at least 18 years old?**  Yes  No *If employed & under the age of 18, can you furnish a work permit?*  Yes  No
  
6. **Do you have a legal right to work in the United States?**  Yes  No  
If employed, you will be required to provide proof.
  
7. **Have you applied to Coastal Kids Home Care for employment in the past?**  Yes  No  
If yes, when? \_\_\_\_\_ Position applied for: \_\_\_\_\_
  
8. **Do you have any relatives currently employed by Coastal Kids Home Care?**  Yes  No  
If yes, who? \_\_\_\_\_ What relation to you? \_\_\_\_\_
  
9. **Have you ever used another name that we would need to verify your employment experience and education?**  
 Yes  No If yes, indicate such name and the date the name changed:  
\_\_\_\_\_
  
10. **Are you currently employed?**  Yes  No *If yes, may we contact your current employer at anytime?*  Yes  No  
 You may contact my current employer, but only when: \_\_\_\_\_

# POSITION

1. **Position for which you are applying:** \_\_\_\_\_  

First Choice
Second Choice
2. **Salary/wage desired:** \_\_\_\_\_ per \_\_\_\_\_
3. **Are you available to work:**

Full-Time

Part-Time

Temporary

On-Call

Evenings

Weekends

Overtime

Split Shift

Other: \_\_\_\_\_
4. **When would you be available to start working?** \_\_\_\_\_
5. **How did you hear about the availability of the position for which you are applying?**

Advertisement

Employment Agency

Current Employee

Friend

Relative

Walk-In

Other: \_\_\_\_\_
6. **If the position you are applying for requires the use of a vehicle, do you have a valid driver's license?**  Yes  No  
 License #: \_\_\_\_\_ Class: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
7. **Have you been given a Job Description, or have the requirements of the job been explained to you?**  Yes  No  
 Do you understand these requirements?  Yes  No
8. **Can you perform any or all of the job functions for the position you are seeking, either with or without reasonable accommodation?**  Yes  No
9. **Can you meet the attendance standard of our company, which requires all employees to report for work on time for all scheduled days or shifts?**  Yes  No

# SPECIAL SKILLS AND TRAINING

1. **Describe specialized training, apprenticeships, skills or research:**  
 \_\_\_\_\_  
 \_\_\_\_\_
2. **List current certifications and/or professional licenses, if any, and where registered:**  
 \_\_\_\_\_  
 \_\_\_\_\_
3. **Office/business equipment and software qualified or trained to use:**  
 \_\_\_\_\_  
 \_\_\_\_\_

4. **Check special skills or training:**

<input type="checkbox"/> Active CA RN License <input type="checkbox"/> Pediatric Experience <input type="checkbox"/> Hospice Experience <input type="checkbox"/> PALS Certification <input type="checkbox"/> NALS Certification	<input type="checkbox"/> Healthcare Experience <input type="checkbox"/> Medical Billing <input type="checkbox"/> Office Management <input type="checkbox"/> Administration	<p style="text-align: center;"><b>Please Check Software and List Programs (i.e., Word, Excel, etc.):</b></p> <input type="checkbox"/> Word Processing _____ <input type="checkbox"/> basic <input type="checkbox"/> adv. <input type="checkbox"/> Spreadsheet _____ <input type="checkbox"/> basic <input type="checkbox"/> adv. <input type="checkbox"/> Database _____ <input type="checkbox"/> basic <input type="checkbox"/> adv. <input type="checkbox"/> Accounting _____ <input type="checkbox"/> basic <input type="checkbox"/> adv. <input type="checkbox"/> Other _____ <input type="checkbox"/> basic <input type="checkbox"/> adv.
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5. **Please indicate any language skills, other than English, below:**

LANGUAGE	READING			SPEAKING			UNDERSTANDING			WRITING		
	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# EMPLOYMENT EXPERIENCE

**Directions:** Begin with your present or last job. Account for all periods of time, including military experience, and periods of unemployment and the nature of your activities. Since we will make every effort to contact previous employers, the correct telephone numbers are appreciated.

**THE FOLLOWING MUST BE COMPLETED IN DETAIL– RESUMES ARE NOT ACCEPTED IN LIEU OF THIS INFORMATION.**

1.	Employer	<b>Dates Employed</b>		<b>Key Responsibilities</b>
		From	To	
Address				
		<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	
Telephone Number	Supervisor's Name, Title and Telephone Number			
Job Title				
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Laid off <input type="checkbox"/> Discharged <b>Why?</b>				

2.	Employer	<b>Dates Employed</b>		<b>Key Responsibilities</b>
		From	To	
Address				
		<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	
Telephone Number	Supervisor's Name, Title and Telephone Number			
Job Title				
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Laid off <input type="checkbox"/> Discharged <b>Why?</b>				

3.	Employer	<b>Dates Employed</b>		<b>Key Responsibilities</b>
		From	To	
Address				
		<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	
Telephone Number	Supervisor's Name, Title and Telephone Number			
Job Title				
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Laid off <input type="checkbox"/> Discharged <b>Why?</b>				

4.	Employer	Dates Employed from ____ to ____	Address	Job Title
5.	Employer	Dates Employed from ____ to ____	Address	Job Title
6.	Employer	Dates Employed from ____ to ____	Address	Job Title
7.	Employer	Dates Employed from ____ to ____	Address	Job Title

# EDUCATION AND TRAINING

TYPE of SCHOOL	SCHOOL NAME, CITY and STATE	MAJOR	Choose Last Year
High School			<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Community College	From: _____ To: _____	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2
College/University	From: _____ To: _____	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Graduate School	From: _____ To: _____	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Business/Trade/Other School	From: _____ To: _____	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

# EMPLOYMENT REFERENCES

Name	Business Relationship	Organization/Address	Telephone

# CERTIFICATION

**DIRECTIONS: PLEASE READ THE FOLLOWING CAREFULLY AND INITIAL BEFORE SIGNING THIS APPLICATION FORM.**

**Accuracy:** I hereby certify that I have personally completed this application, that the answers given by me are true and complete, and that no material fact has been omitted. I understand that any false statements appearing on this or any other employment form will be sufficient reason to end further consideration of this application and not hire me; if discovered after my employment, such false statement will be sufficient reason for dismissal from the services of Coastal Kids Home Care regardless of the time that has elapsed before discovery.

\_\_\_\_\_  
 Typed  
 \_\_\_\_\_  
 Signed

**Reference Checks:** I authorize Coastal Kids Home Care or its designated agents to contact my references and to investigate my past employment, education credentials, Department of Motor Vehicles driving record, and other employment-related activities, without giving me prior notice of such disclosure. I agree to cooperate in such investigations and release those parties supplying such information to Coastal Kids Home Care from all liability or responsibility with respect to information supplied to Coastal Kids Home Care.

\_\_\_\_\_  
 Typed

- Where an outside company conducts such an investigation, I request, authorize and consent to the procurement of an Investigative Consumer Report and understand that it may contain information about my background, mode of living, character, personal characteristics and general reputation; where the job requires a credit check, a separate authorization will be provided. This authorization in original or copy format, shall be valid for one year from the date indicated next to my signature below. According to the Fair Credit Reporting Act, I will be notified if employment is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided.

\_\_\_\_\_  
 Signed

**Contingencies:** Where a conditional offer of employment is made, I acknowledge it is contingent upon Coastal Kids Home Care performing any of the following: drug and alcohol screening, medical fitness for duty examination, criminal convictions\*, and when applicable to the job a credit check. Should a conditional offer of employment be made, a separate authorization and disclosures will be provided. (\*) In accordance with company policy, an individual assessment will be made, including the information reviewed for job-relatedness and time since last conviction.

\_\_\_\_\_  
 Typed

\_\_\_\_\_  
 Signed

**At-Will Employment:** I understand that filing this application in no way assures me a position with Coastal Kids Home Care, and that this application is not, and is not intended to be, a contract of employment. I understand that if employed, my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, and at the option of either Coastal Kids Home Care or myself. I further understand that no one other than the Executive Director of Coastal Kids Home Care 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.

\_\_\_\_\_  
 Typed

\_\_\_\_\_  
 Signed

\_\_\_\_\_  
 Typed Signature of Applicant                      Signature of Applicant                      Date