

# PERSONNEL RECORD

(Form to be kept current at all times)

FOR HOME CARE ORGANIZATION (HCO) USE ONLY	
HCO NUMBER	
HCO ADDRESS	
DATE OF EMPLOYMENT	
DATE OF SEPARATION	

## PERSONAL

NAME (LAST	FIRST	MIDDLE)	AREA CODE/TELEPHONE ( )
ADDRESS			DATE OF BIRTH
SOCIAL SECURITY NUMBER: (VOLUNTARY FOR ID ONLY)		DATE OF TB TEST UPON HIRE	RESULTS OF LAST TB TEST
ADDITIONAL TB TEST DATES (PLEASE INCLUDE TEST RESULTS)			
PLEASE LIST ANY ALTERNATE NAMES USED (FOR EXAMPLE- MAIDEN NAME)			
DO YOU POSSESS A VALID CALIFORNIA DRIVER'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO CDL NUMBER: _____			

## POSITION INFORMATION

TITLE OF POSITION
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## EMPLOYMENT

(List most recent experience first. If additional space is needed, please attach a separate page.)

NAME AND ADDRESS OF EMPLOYER	AREA CODE/ TELEPHONE	JOB TITLE AND TYPE OF WORK	REASON FOR LEAVING	DATES	
				FROM	TO
	( )				
	( )				
	( )				
	( )				
	( )				

**Notes:**

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I hereby certify under penalty of perjury that I am 18 years of age or older and that the above statements are true and correct.  
 I give my permission for any necessary verification.

EMPLOYEE SIGNATURE	DATE
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