

# PARENTS IN ACTION, INC.

## Employment Application

APPLICANT INFORMATION												
Last Name			First			M.I.		Date				
Street Address						Apartment/Unit #						
City			State			ZIP						
Phone			E-mail Address									
Date Available			Social Security No.			Desired Salary						
Position Applied for												
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 been convicted of a felony?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain					
EDUCATION												
High School			Address									
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						
College			Address									
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						
Other			Address									
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						
REFERENCES												
<i>Please list three professional references.</i>												
Full Name					Relationship							
Company					Phone							
Address												
Full Name					Relationship							
Company					Phone							
Address												
Full Name					Relationship							
Company					Phone							
Address												

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

EXPERIENCE AND SKILLS			
Have you ever worked with children with autism/developmental disabilities?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when? Please explain your duties:
Have you ever worked with children?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when? Please explain your duties:
Do you have any specific skills, training, or certifications that would be helpful?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain
Do you understand that on-going trainings and classes will be required at times? Some of these times will be on unpaid hours and as a requirement to maintain your certifications?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If any questions or comments, please include here:

<b>MILITARY SERVICE</b>	
Branch	From                      To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

<b>DESIRED HOURS</b>				
Full-time	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Specify days or evenings, and specific times available	
Part-time	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Specify days or evenings, and specific times available	
Do you understand that at times you will be required to work weekends or holidays because of the nature of the services we offer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		We will make every effort to accommodate you and your schedule, however there may be times that you will need to work a weekend or holiday. These will be rotated among employees in order to accommodate everyone.
Do you understand that the schedule needed in the client's home is based on the hours requested by the parents/guardian/or client?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		Any discussions that take place about changing the hours, time off, etc will take place with your supervisor. The client is not to be expected to adjust their needs around your schedule.

<b>DISCLAIMER AND SIGNATURE</b>	
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.	
I also understand that my hire is contingent upon passing a Level II Background Screen, Completion of all requirements through Agency for Persons with Disabilities now and in the future, and completing and passing all training provided through Parents in Action, Inc.	
Signature	Date