

AGAPE OF APPLETON, INC.

7 Tri-Park Way
Appleton, WI 54914-1661

Agape of Appleton, Inc., is an Equal Opportunity Employer and will not discriminate against any employee or applicant for employment in any areas as defined by S.5101(5) Wisconsin Statutes related to ability to perform the work required.

Agape of Appleton, Inc., in accordance with the Americans with Disabilities Act will make reasonable accommodations to a qualified applicant (or existing employee) with a known physical or mental limitation unless the accommodation would impose an undue hardship according to ADA Guidelines.

APPLICATION FOR EMPLOYMENT

Please print or type all information

Last Name First Middle Other*

Present Street Address City State Zip Code Home Telephone:
() -
:

Previous Address (if less than 3 years at present address) Other Phone:
() -

E-Mail Address:

Application for Position of: Salary Expected Date Available
Must be completed – Be Specific

1. Type of employment desired: _____ Full time _____ Part time _____ Temporary until _____
2. Do you have a valid driver's license: _____ Yes _____ No
3. Minimum age requirement for a Caregiver position is 18; are you 18 years of age or older? _____ Yes _____ No
4. Minimum age requirement for a Child Care Provider position is 21; are you 21 years of age or older? _____ Yes _____ No
5. Are you a U.S. Citizen, or do you have an entry permit that allows you to work? _____ Yes _____ No
6. Are you willing to take a complete physical examination at our expense? _____ Yes _____ No

Education and Training:

Highest grade completed in school: Do you have a High School Diploma or GED Equivalency?
_____ Yes _____ No

Name and location of High School attended:

Number of years of higher education (college, university, trade, business, etc.): _____ Did you graduate? _____ Yes _____ No

Name & Location	Dates attended From To	Major	Degree

*Have you been known by any other name in the last 5 years?

Please describe any education or training you have not covered on the previous page which you feel is relevant to the job for which you are applying (be specific):

If you are applying for a **Child Care Provider** position, please describe your previous experience working with children and/or youth under the age of 18 and how long you worked in that capacity (be specific):

Have you had experience as a nurse assistant, home health aide, or hospice aide, as defined in CH. HSS 129?
_____ Yes _____ No

Are you registered with the Department's Registry for nurse assistants, home health aides, or hospice aides?
_____ Yes _____ No

Wisconsin State Statute DHS 83 and Agape of Appleton, Inc. Policy requires each employee to have the physical and emotional capacity to adjust to problems involved in the care and supervision of persons having physical, social, or mental disabilities. Following is a partial list of essential functions of the job:

- (a) Provide participants with ongoing instructions in self-care and daily living skills.
- (b) Encourage and support participants with their social relationships and in their planning and use of their leisure time.
- (c) Assist participants with the upkeep of their personal living quarters.
- (d) Transport participants with agency vehicles or personal vehicle.
- (e) Transfer and lift participants according to their needs, using proper techniques to ensure the safety of all involved.
- (f) Be capable, both mentally and physically, to assist participants during emergency situations such as, but not limited to, evacuation of premises, physical aggressions, and assistance during epileptic seizures.
- (g) Monitor participant's behavior and conduct, encouraging and supporting appropriate behavior and socialization with others, and appropriately handle challenging behaviors.

Are you able to perform the essential functions of the job with or without reasonable accommodation? _____ Yes
_____ No (Answer only after reviewing the previous list of essential job duties.) (Existence of physical, medical, or emotional limitations does not automatically bar employment and your record will be considered only as it relates to the job for which you have applied.)

Have you ever been convicted of any violation of the law other than a minor traffic violation or have any criminal charge pending? _____ Yes _____ No (Existence of a criminal record or pending charge does not automatically bar employment and your record will be considered only as it relates to the job for which you have applied.) If yes, describe conditions and circumstances:

Work Experience: (List most recent first)

<u>Employer and Address</u>	<u>Position</u>	<u>From - To</u>	<u>Reason for Leaving</u>	<u>Salary/Hourly Wage</u>
1.				
2.				
3.				

REFERENCES - LIST ONLY WORK REFERENCES - YOU MUST INCLUDE SUPERVISORS' NAMES

<u>Name</u>	<u>Telephone No.</u>	<u>Position/Place of Business</u>
1.		
2.		
3.		
4.		

Additional Information:

AUTHORIZATION, RELEASE AND VERIFICATION

I certify that all information on this application is true, complete, and correct to the best of my knowledge, and were made by me without reservations. I understand that any false or misleading statement by me may result in rejection of my application or, if employed, my immediate dismissal. I authorize investigation of all statements contained in this application, which may include a criminal record check pursuant to the Wisconsin Fair Employment Act and, when applicable, a check with the Division of Health Services Registry, as required and authorized per DHS 83 of the Division of Health Services Administrative Codes. I agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information. A photocopy of this release shall be as valid as the original.

I understand that employment with this employer is not contractual, and is at will, terminable at any time by the employer, at its sole discretion, with or without notice.

I further understand that such employment with this employer is pursuant to such terms and conditions as may be established by the employer, and that such terms and conditions are subject to change without notice.

The Federal Immigration Reform and Control Act of 1986 (Pub. L.99-603) requires employers to verify that workers are legally entitled to work in the United States.

I understand that, if hired by this agency, I will be requested to provide identifying documents to verify authorization to work in the U.S. within the time frames specified in the law.

Should I be hired, upon my termination of employment, I authorize the release of reference information on my work history and performance.

I certify that I have read and understand this authorization, release, and verification.

Date _____ Signature _____

PLEASE TELL US HOW YOU LEARNED ABOUT AGAPE'S JOB OPENINGS:

Newspaper: What publication? _____
(i.e., Bargain Bulletin, Post Crescent, Fond du Lac Reporter, etc.)

Job Posting at School/College: Name of School/College? _____

Internet Website: Name of Website? _____
(i.e., Agape's Website, Craig's List, Child Care Job Line, etc.)

Job Posting with Job Center of Wisconsin

Agape Employee: Name of Employee? _____

Other Source (please be specific): _____

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COMPLETION OF THE FOLLOWING INFORMATION IS STRICTLY VOLUNTARY AND WILL BE USED FOR AFFIRMATIVE ACTION RECORDKEEPING ONLY:

White, not of Hispanic Origin
African American or African Origin
American Indian or Alaska Native

Asian
Hispanic/Latino, regardless of race
Native Hawaiian or other Pacific Islander