

Cater to you Agency, LLC Employment Application



(PLEASE PRINT LEGIBLY AND COMPLETE ALL AREAS)

Today's Date: ____ / ____ / ____

APPLICANT INFORMATION

Last Name		First		M.I.	
Street Address			Apartment/Unit #		
City	State		ZIP		
Phone	E-mail Address				
Date Available	Date of Birth	Social Security No.		Desired Salary	
Position Applying for			Referred by: _____ (Ad; Walk in; Ohio Means Jobs; Name of person who referred you)		

ELIGIBILITY

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?		
Do you have a social security card or birth-certificate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Do you have a high- school diploma or a GED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Are you 18 years of age or older?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Do you have a valid driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you ever been convicted of a crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		

SCREENING TESTS FOR ILLEGAL DRUGS USE MAY BE REQUIRED AS A CONDITION OF EMPLOYMENT.

Cater to You Agency, LLC is an equal opportunity employer and is committed to equal employment opportunities as prescribed by the laws and constitutions of the United States of Ohio. This includes Title VII of the Civil Rights Act and the Americans with Disability Act (ADA). **Cater to You Agency, LLC** engages in fair employment and non-discriminatory practices. Employment decisions shall be based without regard to race, determining work assignments among qualified applicants. Hiring is contingent upon the discretion of **Cater to you Agency, LLC** management staff who will select the applicant deemed most qualified, based upon such factors it considers relevant and important.

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

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PREVIOUS EMPLOYMENT					
1	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"/>
2	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"/>
3	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"/>

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

REFERENCES			
<i>Please list three professional references.</i>			
1	Full Name	Relationship	
	Company	Phone	
	Address		
2	Full Name	Relationship	
	Company	Phone	
	Address		
3	Full Name	Relationship	
	Company	Phone	
	Address		

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OTHER RELEVANT TRAINING AND CERTIFICATIONS

Type of Certificate/Training (CPR, 1st Aid, DODD Specific training, etc.) Please provide card/certificate upon request.	ORGANIZATION	DATE RECEIVED	DATE OF EXPIRATION

GENERAL APPLICANT INFORMATION

List any relatives or friends working for Cater to You (past or current): _____

Do you have experience working with individuals with developmental disabilities? (circle one) **Yes No**

If yes, how long? _____ years

List counties you are willing to work in. We serve Stark, Summit, Tuscarawas, and Mahoning counties:

AVAILABILITY Please check the days and ALL shifts you are available to work each day. Most direct services jobs require some evening/weekend work. Shift times listed are general and may vary based on position						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day (7am-3pm) <input type="checkbox"/>	Day (7am-3pm) <input type="checkbox"/>	Day (7am-3pm) <input type="checkbox"/>	Day (7am-3pm) <input type="checkbox"/>	Day (7am-3pm) <input type="checkbox"/>	Day (7am-3pm) <input type="checkbox"/>	Day (7am-3pm) <input type="checkbox"/>
Afternoon (3pm-11pm) <input type="checkbox"/>	Afternoon (3pm-11pm) <input type="checkbox"/>	Afternoon (3pm-11pm) <input type="checkbox"/>	Afternoon (3pm-11pm) <input type="checkbox"/>	Afternoon (3pm-11pm) <input type="checkbox"/>	Afternoon (3pm-11pm) <input type="checkbox"/>	Afternoon (3pm-11pm) <input type="checkbox"/>
Midnight (11pm-7am) <input type="checkbox"/>	Midnight (11pm-7am) <input type="checkbox"/>	Midnight (11pm-7am) <input type="checkbox"/>	Midnight (11pm-7am) <input type="checkbox"/>	Midnight (11pm-7am) <input type="checkbox"/>	Midnight (11pm-7am) <input type="checkbox"/>	Midnight (11pm-7am) <input type="checkbox"/>
No Availability <input type="checkbox"/>	No Availability <input type="checkbox"/>	No Availability <input type="checkbox"/>	No Availability <input type="checkbox"/>	No Availability <input type="checkbox"/>	No Availability <input type="checkbox"/>	No Availability <input type="checkbox"/>

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Disclaimer and Signature

CONTINGENCY OF EMPLOYMENT

Criminal background checks are completed for all applicants. According to Ohio Department of DD administrative Rules 5123:2-0-5 and 5123:2-1-05.1, "An Agency shall not employ a person who has been convicted of, or pleaded guilty, to "certain disqualifying offenses which bear a direct and substantial relationship to the responsibilities and duties of the position being filled".

Therefore, I understand that my employment is contingent upon my BCI & background and the following checks being received by Cater to You Agency, LLC with no disqualifying offenses.

- Abuser Registry
- Nurse Aid Registry
- Office of Inspector General
- Sex Offender and Child -Victim
- The US Genera Services Administration System for Award Management Database
- The Database of Incarcerated and Supervised Offenders

I further understand that I am required to report any criminal charges, arrests, indictments, convictions, or any motor vehicle violations within 14 days of employment or violation to the Human Resources Director. Failure to report violations according to Ohio Department of DD administrative Rules 5123:2-0-5 and 5123:2-1-05.1, or changes in driving status will result in termination of employment with Cater to You Agency, LLC.

My signature verifies that I allow Cater to you to run the 6 afore-mentioned back-ground checks prior to employment.

Signature: _____ Date: _____

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

DATE INTERVIEWED	INTERVIEWED BY	COMMENTS

REFERENCE CHECKS			
	EMPLOYMENT INFORMATION VERIFICATION		RESULTS OF OTHER REFERENCES
1		1	
2		2	
3		3	