



Uni-Hope Life Skills and Services

Employment Application Form

Uni-Hope Life Skills and Services Application

Dear Applicant:

Thank you for choosing Uni-Hope Life Skills and Services as part of your employment search.

To process your application, the following application must be completed and signed. Incomplete or unsigned applications will not be considered. Please be specific on the form as to the day(s) and times you are available or interested in working. This will help us determine the availability of position(s) that match.

Uni-Hope Life Skills and Services is required by regulations to conduct pre-employment drug testing for certain positions. A copy of this policy is available upon request and this information will be further reviewed with you should you be contacted for an interview.

Employment at Uni-Hope Life Skills and Services is further contingent upon:

- Uni-Hope Life Skills and Services receiving acceptable employment references or personal references.
- Passing Criminal background check and child/dependent adult abuse.
- An acceptable driving record

Thank-you again for applying for employment at Uni-Hope Life Skills and Services.

Should you have any questions, please contact Uni-Hope Life Skills and Services at: 515-441-0394.

Uni-Hope Life Skills and Services is an Equal Opportunity Employer.

We look forward working together. Please fill out the below information as fully as possible.

Thank you

Qualifications include (According to the Position)

Job Description

Direct Support Professional (DSP)

Qualification

1. Employee must be 18 years or older
2. Employee must have minimum of high school diploma or equivalent experience.
3. Employee must be able to perform some physical lifting up to 50 pounds.
4. Employee must be able to communicate effectively and fluently in oral and written English.
5. Employee must have a valid Iowa driving license: D Schaffer is preferred.
6. Employee must have a reliable vehicle with a current insurance.
7. Employee must be able to pass all background checks including criminal and abuse

Duties and Responsibility

1. Ensure that the health safety and personal needs of the client (s) served are met.
2. Provide support and instructions in learning independent life skills.
3. Provide client (s) with safety and timely transportation to within the limit of weather policy.
4. Provide support to client (s) to achieve their personal goals.
5. Complete all required documentation, after the service provision.
6. Comply with company policies and procedures.
7. Ability to communicate effectively and in a timely manner with all associated personnel and client (s).

This job description does not state or imply that the above information are the only duties and responsibilities assigned to the position. Employee holding this position will be required to perform any other job-related duties as requested by management. All duties and responsibilities are the subject to possible modification to reasonably accommodate individuals with a disability. Each employee is responsible for knowing and following Uni-Hope Life Skills and Services Policies and Procedures.

1. Today's Date

2. First Name-Legal name only

3. Last Name-Legal name only

4. Email address

5. Phone number-best contact number

6. Home address

7. Gender

<i>Male</i>	<i>Female</i>	<i>Prefer not to say</i>	<i>Other</i>
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8. Most recent employer or current employer--Include dates of employment

9. Job title at most recent employer

10. Current pay, or rate of pay at most recent employer

11. List previous employers and length of employment

12. List all degrees held; please include High School or GED, AA, BA, or Master's degrees and areas of study/majors

13. List any other certifications or licenses held below

14. Do you have reliable transportation with proof of auto insurance? YES NO

15. Do you have a valid Driver's License? YES NO

16. Are you legally eligible for employment in the United States? YES NO

17. Do you have a record of founded child or dependent adult abuse? YES NO

18. Have you ever been convicted of a crime in Iowa or any other state? YES NO

If yes to 17 or 18, please explain the number of convictions, nature of offenses leading to convictions how recently such offenses were committed, sentences imposed, and types of rehabilitation.

19. I am Interested in the following type of employment (please fill needed schedule that apply):

Full-time			Part-Time			
Sun	Mon	Tue	Wed	Thur	Fri	Sat

20. I would like to apply for the following position(s)

21. Please describe any planned time off (more than 2 weeks) coming up in the next six months to a year if you get hired:

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22. How did you hear about Uni-Hope Life Skills and Services?

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23. Legal Agreement

I hereby affirm that information provided within this application, attached resume and all other supplemental information is true and complete. I acknowledge that any false or misleading representations or omissions made on said documents may disqualify me from employment consideration and may result in discharge even if discovered at a later date.

I understand that employment may be conditioned upon successfully passing physical checkup, drug screen as a condition of employment. Additionally, I understand that a criminal background review and driving records may be obtained to satisfy employment requirements.

I hereby authorize persons, schools, current employers, previous employers and organizations to provide (Company Name) and/or affiliates with any requested information pertaining to my application or suitability for employment. I release all such persons or entities from any and all liability related to the providing or use of such information.

I understand that my employment is at-will which means that I am free to terminate the employment relationship at any time and for any reason with or without notice, and that the Uni-Hope has the same right. I understand that no one has the authority to enter into a contrary agreement to the proceeding sentence, except for a written agreement signed by Uni-Hope Life Skills and Services Officer and notarized

I confirm that I have read and agree to the above statements as an applicant for employment with Uni-Hope Life Skills and Services

Applicant Signature:	Date:
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