



**Hope Haven Area Development Center
828 North Seventh Street
Burlington, Iowa 52601**

APPLICATION FOR EMPLOYMENT

Mission: To assist persons with disabilities to live a life of opportunity and well being.

PERSONAL

Last Name	First	Middle	Date
Street Address			Home Telephone ()
City, State, Zip			Cell phone number ()
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other			Email Address:
Position Applied For:			Pay Expected:
Are you available for work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Fill In <input type="checkbox"/> Overnights <input type="checkbox"/> Daytime <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends		What hours are you available? Will you work overtime if asked?	
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, give age _____ Have you been employed with Hope Haven before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, dates _____ and Supervisor you worked for: _____			
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
As an applicant, I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.			Are you eligible to work in the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a current and valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a reliable vehicle in which you can transport clients? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you provide proof of current and valid automobile insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you had more than three (3) moving violations, including ticketed accidents in the past year? If yes, please explain: _____			On what date would you be available to work?
Professional license: (RN, LPN, CMA OR CNA)			
License Type: _____ License # _____ State Issued: _____			
Special Skills and Qualifications: Summarize special skills, qualifications, experiences, equipment used, and other information that you have acquired. Also, use this area to expand upon any other information you wish to relate.			

Vision: Hope Haven Area Development Center Corporation, through our commitment to excellence in care and services, will set the standard for support to persons with disabilities.

EDUCATION

School	Name & Address of School	Course of Study	Did you Graduate?	List Diploma or Degree
High	<hr/> <hr/> <hr/> <hr/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College	<hr/> <hr/> <hr/> <hr/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)	<hr/> <hr/> <hr/> <hr/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT

Start with your present or most recent employer, include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color religion, gender, national origin, disabilities, or other protected class. Please list ALL WORK HISTORY (attach an additional sheet or resume if necessary).

Employer: Address: Name of Supervisor: Job Title: Work Performed:	Telephone: () Employed - (State month & year) From: To: Weekly Pay Start: Last: Reason for Leaving:
Employer: Address: Name of Supervisor: Job Title: Work Performed:	Telephone: () Employed - (State month & year) From: To: Weekly Pay Start: Last: Reason for Leaving:
Employer: Address: Name of Supervisor: Job Title: Work Performed:	Telephone: () Employed - (State month & year) From: To: Weekly Pay Start: Last: Reason for Leaving:

Please identify and explain any gaps in employment longer than three (3) months:

PERSONAL/PROFESSIONAL REFERENCES *(no relatives please)*

Name	Address	Phone Number

LEGAL RECORD:

Hope Haven is required by law to conduct a Criminal Record Check as a Post-Job-Offer condition of employment.

DO YOU HAVE A RECORD OF FOUNDED CHILD OR DEPENDENT ADULT ABUSE, OR HAVE YOU EVER BEEN CONVICTED OF OR PLED GUILTY TO A CRIME IN THIS STATE OR ANY OTHER STATE? CHECK ONE: ___ Yes ___ No Under what name(s)?

If "Yes," list the conviction(s) and disposition(s): (This is not necessarily a bar to employment)

PLEASE READ THE INFORMATION BELOW AND SIGN

Having made application for employment with Hope Haven Area Development Center, I certify that the answers and information on this application are true and complete to the best of my knowledge. Desiring them to be informed as to my previous record and character, I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision and release Hope Haven Area Development Center from any and all liability resulting from the investigation. I further understand that any information obtained is confidential and I will not have access to such information.

I hereby understand and acknowledge that any employment with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. Neither the acceptance of this application, the subsequent entry into any type of employment relationship or use of the personnel manuals, benefit plans, the like shall serve to create either an actual or implied contract of employment. It is further understood that this "at will" employment is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I also agree that any falsified information or omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I understand that I am required to abide by all rules and regulations of this organization.

I UNDERSTAND that employment for certain job positions may be conditioned upon successfully passing a post-job-offer medical examination. Essential functions of certain job positions may include physical demands requiring the ability to lift up to twenty five (25) pounds regularly and fifty (50) pounds occasionally.

"I authorize a thorough investigation of my past employment and activities, including a credit check, reference check and criminal record check; agree to cooperate in such investigations; and release from all liability or responsibility all persons and corporations requesting or supplying such information."

Signature of Applicant

Date

Hope Haven Area Development Center is an Equal Opportunity/Affirmative Action Employer and will consider applicants for all positions without regard to race, color, creed, religion, national origin, age, sex, political belief, or disability.

**IOWA HEALTH CARE FACILITY (135C) RECORD CHECK
FORM C**

To: Iowa Division of Criminal Investigation
Bureau of Identification
Wallace State Office Building
Des Moines, Iowa 50319
Phone: (515) 281-5138
Fax: (515) 242-6876

From: Hope Haven Area Development Center
(Woodlake Group Home)
828 N 7th St
Burlington, IA 52601
Phone: (319) 753-6701
Fax: (319) 754-0045

I am requesting an Iowa Criminal History/Child & Dependent Adult Abuse Check on:

Print legibly ALL NAMES USED			
REQUEST			
Last Name	First Name	Middle Name	
_____	_____	_____	
Last Name			

Last Name (Maiden)			
/ /			
Date of Birth	Sex	Social Security Number	
_____	_____	/ /	
Current Address	City	State	Zip Code
_____	_____	_____	_____

WAIVER

I hereby give permission for the below requesting official to conduct an Iowa Criminal History and Child & Dependent Adult Abuse check with the Division of Criminal Investigation and Iowa Department of Human Services.

Applicant Signature

Date

Human Resource Representative Signature

Date

AUTHORIZATION

During the application process and at any time during the tenure of my employment with Hope Haven Area Development Center Corporation, I hereby authorize Choice Point Work Place Solutions Inc., on behalf of Hope Haven Area Development Center Corporation to produce a consumer report which I understand may include information regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This report may be compiled with information from credit bureaus, courts record repositories, departments of motor vehicles, past or personal references and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

PRINT name

Street Address

City, State, & Zip

Applicant/Employee Signature

Date

Social Security Number

Date of Birth

Driver License Number
(must match address)

State Issued

In what states have you lived in the past 7 years?

_____, _____, _____, _____

FOR AGENCY USE ONLY

Applicant forwarded to: _____ Date: _____

Applicant selected for interview? Yes No

If no, reason(s) why screened out: _____

If yes, interviewed by whom? _____

Date interviewed: _____

Applicant selected for position? Yes No

If no, why? _____ Not eligible because of references or background checks

_____ Hours not appropriate

_____ No show for interview

_____ Not qualified

_____ No open position at this time

_____ More qualified person was hired

_____ Offered another job elsewhere

_____ Did not return calls for interview

_____ Phone disconnected

_____ Applicant desired higher wage

_____ Job offered/Quit before started

Will start on: (date) _____

Job Title: _____

Department: _____

Supervisor: _____

If reasonable accommodations made, please identify (including input from individual hired): _____

If Unable to make accommodations due to undue hardship, please explain: _____

Additional Comments:



Hope Haven Area Development Center
828 North 7th Street
Burlington, Iowa 52601

**VOLUNTARY AFFIRMATIVE ACTION/EQUAL
EMPLOYMENT OPPORTUNITY INFORMATION**

Hope Haven Area Development Center complies, as required with government regulations, regarding Affirmative Action and Equal Employment Opportunity. In our agency's effort to comply with government record keeping and other legal obligations, we ask that you **voluntarily** complete this applicant survey. This survey **is not** a part of your official application for employment, is separately maintained from applications, and will not be used in any hiring decisions. Hope Haven considers applicants for all positions without regard to race, color, religion, gender, age, creed, national origin, political belief, sexual orientation, or disability.

Please identify your gender: Male Female

Please identify the following:

- | | |
|---|--|
| <input type="checkbox"/> I am Hispanic/Latino | <input type="checkbox"/> I am Native Hawaiian/Other Pacific Islander |
| <input type="checkbox"/> I am Asian | <input type="checkbox"/> I am American Indian/Alaskan Native |
| <input type="checkbox"/> I am White | <input type="checkbox"/> I am Black/African American |
- _____

Please identify the following:

- | | |
|---|--|
| <input type="checkbox"/> I am a Vietnam Era Veteran | <input type="checkbox"/> I am a Disabled Veteran |
|---|--|

Please identify the following:

- | |
|--|
| <input type="checkbox"/> I am a person with a disability |
|--|

Date: _____

Job applied for:

To: All New or Prospective Employees with Progressive Insurance:
From: Human Resources Department at Hope Haven
Re: Personal Auto Insurance Policies with Progressive Insurance Co.

It has come to Hope Haven's attention that Progressive insurance company will not cover employees who "Carry persons or property for compensation or a fee". Since Hope Haven pays employees both for their time and mileage while transporting clients this clause in the Progressive/Nationwide/Allied/Amco policies' language would exclude you as an insured from having any coverage.

To be specific you will not have any personal coverage for Liability to others autos, property or bodily injury. You would also have no coverage for your personal auto.

Hope Haven has done extensive research into this issue and unfortunately there are only 2 options available:

1. Change the auto you are (or could be) using to transport clients in to another insurance company.
2. Change the coverage you have with Progressive to the auto used to transport clients to "Business Auto" coverage.

Hope Haven is giving you 60 days from the date of your employment to make this change and notify the Human Resource Department of the change you have made along with proof of a new insurance card. If you have not made a change to your insurance within 60 days of employment it will result automatic resignation from Hope Haven.

We suggest you visit with your personal auto insurance agent for guidelines on this issue. If your agent has any questions or if you purchased your insurance via the internet they can call Hope Haven's agent Tim Farniok at Two Rivers Insurance Services 319-758-8416. HHADC has also contacted 3 personal lines agents that can be of assistance to you if your Progressive agent is unable to be of assistance. They are: Johanna Vantiger with Two Rivers Insurance at 319-758-8414 or Scott Hazel with Hazel Insurance at 319-754-7539 or Matt Rinker with Shelter Insurance at 319-752-3938.

I acknowledge reading and understanding the above information:

Name _____ Date _____