



CHRIS KIDS, INC. EMPLOYMENT APPLICATION

CHRIS Kids, Inc. is an equal opportunity employer. It is the policy of the company not to discriminate in hiring and employment on the basis of race, color, religion, national origin, sex, mental or physical disability, age, sexual orientation or any other category protected by applicable State or Federal Law. No information on this application will be used for the purpose of discrimination. Please request assistance, if needed, in completing this application or throughout the interview process. **Your application may not be considered if there are omissions.**

PERSONAL

Name _____
Last First Middle

Address _____
Street City State Zip

Home Telephone (____) _____ Social Security Number _____ - _____ - _____

How were you referred to CHRIS Kids, Inc.? school agency ad an employee (who) _____
 other (please list source) _____ Email address: _____

Are you at least 21 years old? Yes No

Do you have a valid Georgia driver's license? Yes No

If yes, what is the expiration date? _____

If no, do you have a valid driver's license from another state? Yes No

If yes, what state? _____

Expiration date _____

Candidates required to drive must present their driver's license at the time of an interview.

All employees working directly with clients are required to drive and have a valid Georgia driver's license.

Can you perform the essential functions of the job for which you are applying without reasonable accommodation? Yes No

If you believe you need reasonable accommodation to perform the essential functions of the job, please describe the needed accommodation.

Will visa or immigration status prevent lawful employment? Yes No
(Proof of citizenship or immigration status must be presented at the time of an interview.)

Have you ever been terminated from employment? Yes No

If yes, please explain:

Have you been convicted of a felony or crime against children? Yes No

If your answer is yes, please give a detailed description of the date, place and nature of the conviction.

(A current charge will not necessarily disqualify an applicant from employment consideration.)

Have you ever resigned from employment while under an investigation? Yes No

If your answer is yes, please give a detailed description of the dates, employer(s) and circumstances.

Have you ever been employed by or applied for a position with CHRIS Kids, Inc. or CHRIS Homes, Inc.?

Yes When: _____ No

POSITION INTERESTS

Position desired: _____ Expected Compensation: _____

I am applying for: Part Time Full Time Weekends Only PRN

Please indicate your shift preference by placing 1, 2, or 3 in the boxes: First Shift Second Shift Third Shift
 (All direct care staff are required to work some weekends and holidays.)

Preferred Location: (Residential and ILP staff positions):

- Ellenwood Decatur Stone Mountain Douglasville
 East Point Snellville Clairmont Road, Atlanta (Independent Living Program Only)

EDUCATION

School	Name and Location of School	Course of study	Dates Attended	Degree or Diploma	Grade Average (Total Possible 4.0)
High School			N/A		
College or University					
Graduate School					
Technical					
Other					

Candidates must provide a copy of degree/diploma/transcript when interviewed.

Organization Memberships (other than those which indicate religion, race, color or National Origin):

In your own words, please state why you want this position, what you hope to achieve, and what special qualifications you have to succeed.

Languages spoken: _____

Professional certifications, licenses, honors, publications (list, attach curriculum data)

Some positions may require work on weekends and/or holidays. Are you available to work:

Weekends: Yes No Holidays: Yes No

REFERENCES

Please list 4 supervisors/co-workers who can serve as references for your employment performance. Personal references will not be accepted

Reference Name	Relationship	Position/Title	Telephone Number

EMPLOYMENT HISTORY

Please complete **ENTIRE** section even if resume has been submitted. Additional pages can be attached. A minimum of ten years of employment must be included.

(1) Current or Most Recent Employer			Telephone ()	
Address			From	To
Name of Manager	Phone ()	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Compensation Starting \$ _____ Final \$ _____	
Job Title/Duties		Reason for leaving		
(2) Current or Most Recent Employer			Telephone ()	
Address			From	To
Name of Manager	Phone ()	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Compensation Starting \$ _____ Final \$ _____	
Job Title/Duties		Reason for leaving		
(3) Current or Most Recent Employer			Telephone ()	
Address			From	To
Name of Manager	Phone ()	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Compensation Starting \$ _____ Final \$ _____	
Job Title/Duties		Reason for leaving		

(4) Current or Most Recent Employer			Telephone ()	
Address			From	To
Name of Manager	Phone ()	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Compensation Starting \$ _____ Final \$ _____	
Job Title/Duties		Reason for leaving		
(5) Current or Most Recent Employer			Telephone ()	
Address			From	To
Name of Manager	Phone ()	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Compensation Starting \$ _____ Final \$ _____	
Job Title/Duties		Reason for leaving		
(6) Current or Most Recent Employer			Telephone ()	
Address			From	To
Name of Manager	Phone ()	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Compensation Starting \$ _____ Final \$ _____	
Job Title/Duties		Reason for leaving		
(6) Current or Most Recent Employer			Telephone ()	
Address			From	To
Name of Manager	Phone ()	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Compensation Starting \$ _____ Final \$ _____	
Job Title/Duties		Reason for leaving		
(6) Current or Most Recent Employer			Telephone ()	
Address			From	To
Name of Manager	Phone ()	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Compensation Starting \$ _____ Final \$ _____	
Job Title/Duties		Reason for leaving		

Comments: Include explanation of any gaps in employment or status if employed less than ten years:

SIGNATURE PAGE

I hereby authorize CHRIS Kids, Inc. to verify and investigate my past employment, education, activities and other background information that CHRIS Kids, Inc. deems necessary. This may include checking references, interviewing past employers, managers and co-workers, and obtaining educational transcripts and previous employment records including pay information and dates of employment. I indemnify CHRIS Kids, Inc. against any liability as a result from making such investigation. I understand that any false answer or statement on this application or any other required documents may result in denial of employment or discharge.

I understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between CHRIS Kids, Inc. and me. I also understand and agree that if I am hired by CHRIS Kids, Inc., the duration of my employment is indefinite and my employment relationship is terminable at will, which means that I may resign at any time and CHRIS KIDS, Inc. may terminate my employment at any time with or without cause.

I consent to any and all medical examinations required by the organization. I further consent to the release of any medical information to the organization or designated organization insurance carriers as the result of an occupational injury or occupational illness.

I further state and confirm by my signature on this application that I have never abused, neglected, sexually exploited, deprived or subjected to serious injury a child or an adult.

The applicant, if employed by the organization, agrees that he/she will never publish or reveal to any person, unless authorized by the organization or its officials, any information concerning the organization or its clients' confidential affairs.

Candidate's Signature

Date

Note: Certain positions require a pre-employment physical within 30 days of employment. Certain positions require a PPD skin test prior to employment. All positions require a criminal background check prior to employment.

Effective February 1, 2005 all applicants who accept an offer of employment with CHRIS Kids must take and pass a drug screen administered by LabCorp prior to their date of employment.

*** *Due to scheduling or other operational necessities, the organization may transfer an employee to another location or shift, either on a temporary or permanent basis.***