



Application for Employment

We deeply appreciate your interest in this organization, and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in a position that best meets your qualifications, and may assist us in possible future upgrading. WNC Group Home for Autistic Persons, Inc. is an Equal Opportunity Employer and will not discriminate, or tolerate discrimination, against any employee or applicant, in any manner prohibited by law.

Date: _____
Name: _____ Telephone Number: _____
Address: _____
City, State: _____ Zip Code: _____

Position Applied For: _____ Expected Pay: _____
 Full Time
 Part Time Available Hours: _____

- Yes No Have you been previously employed by WNC Group Homes?
Dates: _____
- Yes No *You are required to have Driver's License.* Do you have a valid Driver's License?
- Yes No Are you under eighteen (18) years of age?
- Yes No Are you legally eligible for employment in the USA?
- Yes No Are you related to anyone employed by WNC Group Homes?
- Yes No Can you perform the essential functions of this job, either with or without reasonable accommodations?

How did you learn of the position you are applying for? _____

When would you be able to begin work? _____

Yes No Have you ever been convicted of a felony that is substantially related to the functions or qualifications of the position(s) for which you are applying? A conviction does not necessarily disqualify you from employment.

WNC GROUP HOMES IS A DRUG FREE WORK PLACE.
EACH EMPLOYMENT CANDIDATE IS SUBJECT TO PRE-EMPLOYMENT DRUG TESTING.

Education

Must have HS Diploma at minimum, GED is NOT acceptable

	High School	College or University	Graduate Professional	Vocational Technical
School Name and Location				
Years completed	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Diploma, Degree				
Course of Study or Major				

Describe specialized training, apprenticeship, skills, extracurricular activities, etc.

Professional License / Certificates

Title	Expiration Date	License Number	State

Yes No Have you served in the United States Armed Forces?

Dates of Service: _____

Describe briefly the duties and skills acquired in military service:

Previous Employment

Last or Current Job

Employer _____
Address _____
Phone _____
Your Title _____
Specific Job Duties _____

From _____
To _____
Full Time _____
Part Time _____
Pay _____

Reason for Leaving _____
Supervisor Name and Title _____

Authorization to call this employer
Initial _____

Next Most Recent Job

Employer _____
Address _____
Phone _____
Your Title _____
Specific Job Duties _____

From _____
To _____
Full Time _____
Part Time _____
Pay _____

Reason for Leaving _____
Supervisor Name and Title _____

Authorization to call this employer
Initial _____

Next Most Recent Job

Employer _____
Address _____
Phone _____
Your Title _____
Specific Job Duties _____

From _____
To _____
Full Time _____
Part Time _____
Pay _____

Reason for Leaving _____
Supervisor Name and Title _____

Authorization to call this employer
Initial _____

Next Most Recent Job

Employer _____
Address _____
Phone _____
Your Title _____
Specific Job Duties _____

From _____
To _____
Full Time _____
Part Time _____
Pay _____

Reason for Leaving _____
Supervisor Name and Title _____

Authorization to call this employer
Initial _____

References

Give at least 3 business or personal references NOT related to you.

Name	Address and Phone Number	Business	Years Known

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements in this application shall be considered sufficient cause for termination. I understand that this application is not an employment contract, nor is it terms of an employment contract. WNC Group Home for Autistic Persons, Inc., employees are "at will," which means that either party has the right to terminate the employment relationship at any time, with or without reason, and the statements in this application in no way limit or affect those rights.

Signature: _____

Date: _____

Assurance of Confidentiality

All information regarding residents of WNC Group Homes is confidential and may only be shared among authorized personnel. As an applicant/visitor, I am not authorized to share any information I am exposed to throughout my visit(s), with any other persons. Releasing resident information to other persons requires specific written authorization from a legally authorized party. Discussion of identifying information about residents (last name, parents' names, medical information, residence, etc) in the presence of others who are not authorized to access such information, is strictly prohibited by law. Only WNC Group Homes personnel and duly authorized others will have access to resident charts, programs, data and other records. I understand and agree to protect and preserve all confidential information I am privileged to throughout the interview/visitor process and throughout employment.

Signature: _____

Date: _____



Employer Reference Check

To: _____

Applicant: _____
SS#: _____

Your former employee, named above, has applied for employment with WNC Group Home for Autistic Persons. Below you will find written permission for us to obtain previous employment information, from this applicant. It is understood by the applicant that this information will be held in strictest confidence, and used only for the purpose of employment verification.

The applicant has applied for a position of _____.

Employee Authorization

I hereby grant permission for the requested information listed below to be released to WNC Group Home for Autistic Persons. I understand that this information will not be shared with me, will be held in the strictest of confidence, used only for employment verification.

Applicant's Signature: _____ Date: _____

Employer Verification

Dates Employed: _____ to _____

Job Title and Duties: _____

Eligible for Rehire: Yes__ No__

If No, please explain _____

Was employee dependable? Yes__ No__

Able to complete essential job duties? Yes__ No__

Worked well with coworkers? Yes__ No__

Able to perform without direct supervision? Yes__ No__

Remarks: _____

Date: _____

Signature and title of person completing this form: _____



Criminal, Driving Record Information
Disclosure and Consent

By my signature below, I authorize WNC Group Home for Autistic Persons, Inc. or its agents, to obtain information, written, oral or other, from a consumer reporting agency related to criminal background and driving records, as well as Medical Fraud and North Carolina Healthcare Personnel Registry. Your signature below also provides consent for drug testing, as indicated in WNC Group Homes' policy.

Signature	Date	Date of Birth
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Last Name	First Name	Middle Initial	Maiden Name
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Street Address	City	State	Zip Code
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Social Security Number	Driver's License	State
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The authorization on this consent will remain in place through duration of employment.



Hello Applicant!

Welcome to Western North Carolina Group Home for Autistic Persons. We provide residential services for people who have Autism, Developmental Disabilities and Intellectual Disabilities. We operate four Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID), and one Developmental Disability/Adult (DDA) group home in Asheville. We firmly believe that everybody has the capacity to learn, and deserves every effort we have to increase independence.

Employment opportunities include direct care positions that we call Resident Teacher or RT. A list of current opening is located on the board next to these applications. These can give you an idea of positions we have open.

To be eligible for employment, applicants to have a High School Diploma and two years related work experience, or a college degree with little or no experience. The following classes are provided and required as part of on-the-job training.

Behavior Management	North Carolina Interventions	Safety
Dietary Issues	Policy and Procedure	Autism
Resident Rights and Advocacy	Documentation	
Medication Administration	First Aid and CPR	
Medical Issues	Positive Behavioral Supports	

In addition you will receive 5 days of on the job training where you will learn the job through doing the job! We will do what we can so that your employment at WNC Group Homes brings the greatest benefit to our residents and of course, to you. Welcome!

All qualified applicants must have the following

- ***driver's license with no DUI or Reckless driving in past 3 years***
- ***3 years driving experience***
- ***social security card***
- ***High School Diploma, or College Degree***
- ***acceptable criminal background***
- ***pass drug test***