

SWEET OWEN INDUSTRIES ARC, INC

Application for Employment



Sweet Owen Industries Arc Inc is an equal opportunity employer. It is our intent to hire qualified individuals that will meet the mission and vision of the agency and we will not discriminate against any applicant due to race, color, religion, material status, sex, sexual orientation, national origin, or disability.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Cell phone	Are you 18 years or older? YES <input type="checkbox"/> NO <input type="checkbox"/>		Desired Salary
Position Applied for		Date Available	
Are you related to any current staff or board member? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, who			
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 yes, when?	
Have you worked under another name?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, what name?	
Do you have a valid driver's license?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, State:	License number:
In the past 10 years, have you ever been convicted of a felony?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain	

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

PREVIOUS EMPLOYMENT

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"/>		
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"/>		
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"/>		

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

Sweet Owen Industries Arc is an agency that was started by parents of individuals with developmental disabilities in 1975. Our mission is to support the clients we serve to live a life of inclusion, choice, and integration by helping to bridge the gaps through a variety of supports and partnerships.

- They own and operate a facility in Owen County that offers the clients the opportunity to work, learn social skills, gain valuable employment skill, while having fun in a family atmosphere.
- They support adults and children, giving them the opportunity to live in their own home with roommates of their choice.
- They offer clients who work during the day the opportunity to engage in community activities outside of their normal working hours.
- They give support and needed rest through respite to families who have a dependent with developmental disabilities.

Qualifications of Direct care positions:

- you must be at least 18 years of age
- have a high school education
- have good verbal and written communication skills
- able to follow and give instructions
- willing to assist and implement goals and objectives in accordance to the consumers Individual Support Plan
- willing to accept the support and guidance of supervision
- display an interest and empathy for clients we serve
- have a valid driver's license
- have a dependable vehicle
- be available to work nights and weekends

CERTIFICATION

(All job applicants must sign this form to be considered for employment)

I hereby certify that the information hereunder is correct to the best of my knowledge and understanding that falsification of this information is grounds for refusal to hire or, if hired, dismissal.

I hereby authorize any of the persons or organizations listed in my application to give all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and release all such parties from all liability that may result from furnishing such information to you.

In consideration for my employment and my being considered for employment, I agree to adhere to the rules and regulations set forth by the State of Indiana, and that I have never been convicted of any criminal activity listed in Indiana Administrative Code 460 IAC 6-10-5, 460 IAC 6-16-2(b)(2). Additional information may be required upon an offer of employment, to complete the required background checks.

I hereby acknowledge that I have never committed an act of violence, abuse, neglect, or exploitation of a dependent or of those left in my care.

In addition, I acknowledge that my employment may be terminated, and any offer of employment, if such is made, may be withdrawn, with or without prior notice, at any time, at the option of either the company or me.

I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period, or to assure or make some other personnel move, either prior to commencement of employment or after I have become employed. To assure any benefits or terms and conditions of employment, or to make any agreement, that is contrary to the foregoing.

I hereby acknowledge that I have been advised that this application will remain active for no more than 90 days from the date it was signed.

Print Name

Signature

Date

Please submit completed applications to:

Sweet Owen Industries Arc
36 Concord
PO Box 546
Spencer, IN
47460