

APPLICATION FOR EMPLOYMENT

Johnson County Office: 11627 W 79th St, Lenexa, KS 66214; mailing: PO Box 14395, Lenexa, KS 66285; 913-341-9316; 913-341-7077 (fax)
Douglas County Office: 2125 Delaware St, Lawrence, KS 66046; 785-865-5520; 785-865-5695 (fax)
Southeast Kansas Office: 201 West St, Iola, KS 66749; mailing: PO Box 748, Iola, KS 66749; 620-365-7119; 800-620-6213 (fax)

CLO/Emerald City is an Equal Employment Opportunity employer. Please fill out all sections of the application truthfully and completely. Any misleading or false information may result in immediate termination from the selection process or from employment. We reserve the right to reject applications that are incomplete, illegible, or unsigned.

PERSONAL INFORMATION

Last Name	First Name	Middle Initial	
Street Address	City	State	Zip Code
Best Contact Number	Email Address		

Have you ever applied for employment with CLO or Emerald City? If yes, indicate what year. No Yes, in _____

Have you ever been employed by CLO or Emerald City? If yes, indicate what year you left employment. No Yes, left in _____

How did you learn about employment opportunities at CLO or Emerald City? _____

JOB INTEREST

Which sites are you interested in primarily working at? Johnson County Douglas County SEK Other _____

What position are you interested in?
 Direct Support Professional Adult/Child Foster Family House Parent Other: _____

Are you interested in a full-time or part-time position? Full-time Part-time

Please circle the days of the week you ARE generally available to work: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Please circle all shifts you would like to be considered for: Days Evenings Nights

When will you be available to start work? _____

PRE-SCREENING

Do you have a High School diploma or GED? Yes No Are you able to speak and write English? Yes No

Are you legally eligible for employment in the United States? If hired, you must provide proof of employment eligibility. Yes No

We have very specific driving requirements for all of our day, management, and some of our night positions. You must meet our driving criteria. Your driving record will be checked upon hire, and your employment will be subject to passing our requirements. You may request the driving criteria if you are uncertain that you will qualify. Please answer the two questions below which are two of the basic requirements:

Are you at least 21 years of age? Yes No Are you legally able to operate a motor vehicle? Yes No

Have you ever been investigated for abuse, neglect, exploitation, or fiduciary abuse of a dependent person or child? Yes No
If yes, please attach a full explanation to this application. (note: an investigation record may not be an automatic bar to employment)

Have you ever been investigated for ANY crime (misdemeanor or felony) – regardless of conviction or dismissal? Yes No
If yes, please attach a full explanation to this application. (note: a conviction may not automatically bar you from employment, but a false answer will)

QUALITIES FOR SUCCESS

In the last two years, have you:

Been terminated for cause? Yes No If yes, explain: _____

Been unemployed for more than 6 months? Yes No If yes, explain _____

Had more than 2 jobs in the last 2 years? Yes No If yes, explain why _____

What experiences do you have that will make you successful in this position? Include any: direct work experience, volunteer experience, training, education, degrees/certifications, and life experience.

THINGS YOU SHOULD KNOW ABOUT THE EMPLOYMENT PROCESS

- CLO/Emerald City is an equal opportunity employer.
- You will be required to take a drug test within 24 hours of your employment offer
- You will be required to take a two-step TB test
- We will run post-offer background checks
- You will be required to meet certain physical requirements, including being able to lift at least 50 lbs repetitively
- You must be available for home visits and training

ACKNOWLEDGEMENT

I certify that the information I have provided on this employment application is true, correct, and complete to the best of my knowledge. I understand that CLO/Emerald City reserve the right to reject my application if it is incomplete, illegible, or unsigned. In the event of employment, I understand that any misleading or false information, or any omission of fact on this application, or during any interview(s) may result in termination.

I understand and will abide by the six statements above regarding the employment process. I understand my employment is contingent upon passing all requirements (drug test, background checks, physical/agility test, motor vehicle check, TB test).

Applicant Printed Name

Applicants Signature

Today's Date

Thank you for applying for employment with us! Provided that your application passes our pre-screening, an Employment Recruiter will contact you at the number you provided to set up an interview.

FOR OFFICE USE ONLY

Date application received:

Pass pre-screening? Yes No If no, indicate why:

Date initial call made to applicant:

Notes: