



APPLICATION FOR EMPLOYMENT/VOLUNTEER

ABILITY FIRST, INC.

1301 West Main
Duncan, OK 73533
Phone:580-252-8000 Fax: 580-252-3370
An Equal Opportunity Employer

Position(s) applying for: Date of application:

Salary range requested: Date available to work:

Type(s) of employment desired: Full-Time Part-Time Temporary Seasonal Substitute On-Call Volunteer

Type(s) of SHIFT desired: Days Evenings Weekends Nights 12 Hour Split

Name: Last First Middle

Address: Street City State Zip Code

Telephone Number: Best Time To Call:

Message Phone: E-Mail address: Name and Telephone Number

May we contact you at work? Yes No If yes, work number and best time to call:

Are you 18 or older? Yes No Are you legally eligible for employment in the U.S.A.? Yes No

Have you filed an application here before? Yes No If yes, give date:

Have you ever been employed here before? Yes No If yes, give date:

Do you have friends or family working or applying for us? Yes No If yes, whom:

Referral Source Advertisement Employee Relative Government Employment Agency
Walk-in Private Employment Agency Other

Name of Source (if applicable)

Additional/Background Information

Ability First, Inc. "Providers of community services":(1) are required to conduct a search of criminal history records and OKDHS Community Services Worker Registry (Department of Human Services registry review) prior to permanent employment of any community services worker; and (2) must not hire, contract with, or use as a volunteer, a person whose name is listed in the Registry or who has a criminal background described in OAC 340:100 3 39(d)(1)(G). Motor Vehicle Report (MVR).

Have you ever been convicted of, received probation, pleaded guilty (or no contest) to any felonies or misdemeanors? Yes No If yes, state when, where and the disposition of the case (attach additional sheet if needed.)

Have you ever had a confirmation of abuse, neglect, or exploitation made against you? Yes No If yes, state when, where and explain. (attach additional sheet if needed.)

Do you have a current valid driver license Yes No Issuing state

NOTE: The existence of a criminal record will not necessarily be an automatic bar to employment. Factors such as date of offense, age at time of offense, seriousness and nature of the offense will be taken into consideration.

Educational Information

Circle the last grade completed in high school and provide name of school: 8 or less 9 10 11 12 GED

Name of school: _____

Circle last year of school attended below, if graduated, and provide name of school:

College 1 2 3 4 Graduated Name: _____

Tech School 1 2 3 4 Graduated Name: _____

Business School 1 2 3 4 Graduated Name: _____

List major areas of study/degrees/certificates: _____

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section.

Employer		Telephone ()	Dates Employed and Hourly Rates/Salary		Summarize the nature of the work performed and job responsibilities:
Address & Type of Business			From	To	
Job Title	Immediate Supervisor and Title		Starting Pay		
			\$	per	
Reason for Leaving	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Final Pay		
			\$	per	
Employer		Telephone ()	Dates Employed and Hourly Rates/Salary		Summarize the nature of the work performed and job responsibilities:
Address & Type of Business			From	To	
Job Title	Immediate Supervisor and Title		Starting Pay		
			\$	per	
Reason for Leaving	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Final Pay		
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Reason for Leaving	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Final Pay		
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Address & Type of Business			From	To	
Job Title	Immediate Supervisor and Title		Starting Pay		
			\$	per	
Reason for Leaving	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Final Pay		
			\$	per	

As required by the OKDHS (Employment Application Supplement) YOU MUST REPORT ALL PREVIOUS/FORMER EMPLOYERS WHO PROVIDED SERVICES TO CHILDREN OR ADULTS WHO ARE VULNERABLE; AND GIVING FALSE INFORMATION REGARDING MY CURRENT AND PREVIOUS EMPLOYERS MAY RESULT IN TERMINATION OF MY EMPLOYMENT. ATTACH ADDITIONAL PAGE, IF NECESSARY.

Comments (including explanation of any gaps in employment): _____

Additional Information (STRICTLY OPTIONAL)

READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS SECTION. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, disability or veteran status, or genetic information. Ability First, Inc. complies with government regulations relating to our affirmative action obligations. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, or national origin. Federal laws also prohibit other types of discrimination, such as age, citizenship, disability, veteran status, attainment of benefits, participation in union activities, or genetic information. The laws of many states and localities also prohibit some or all of these types of discrimination, as well as prohibiting additional types of discrimination, such as discrimination based on ancestry, parental or marital status, sexual orientation, or source of income. Government agencies require periodic reports on the race, sex, ethnicity, disability and veteran status of applicants and employees. To help us comply with government record-keeping requirements, please fill out the information requested below. Providing this information is not a requirement to be considered for employment. **Information obtained through self-identification is maintained on a confidential basis and will only be used by Ability First, Inc. for required Federal reporting.**

Sex Male Female

Race Hispanic or Latino (H/L) –
Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish cultures or origins regardless of race.

White (W) –
Persons not Hispanic or Latino who have origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (B) –
Persons not Hispanic or Latino who have origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (NH/PI) –
Persons who have origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (A) –
Person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (AI/AN) –
Persons not Hispanic or Latino who have origins in any of the original peoples of North and South American (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (TW>) -
Persons not Hispanic or Latino who identify with more than one of the above five races.

Do you have a disability? Yes No

Are you a Veteran? Yes No

If yes, do you

(1) qualify as a Vietnam Veteran? (VV)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) qualify as a Special Disabled Veteran? (SDV)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) qualify as Other Protected Veteran? (OPV)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) qualify as a Newly Separated Veteran? (NSV)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

AN EQUAL OPPORTUNITY EMPLOYER

Business / Personal References

List three business/work references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name and Occupation	Telephone		Years Known
	Home	Work	

Other Information

List any professional or business associations, special accomplishments, awards, special skills or other experiences and any other additional information you would like us to consider. (Exclude memberships or references which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Agency Expectations

Ability First, Inc. sets high standards for its employees and expects compliance with all policies and procedures. If offered a position with Ability First, Inc., you need to carefully consider what is required of you before you accept. These standards include, but are not limited to, the following:

Standards <ul style="list-style-type: none"><input type="checkbox"/> Arriving on time every time you are scheduled.<input type="checkbox"/> Maintaining a positive, enthusiastic attitude.<input type="checkbox"/> Providing friendly customer service.<input type="checkbox"/> Treating individuals and co-workers with dignity and respect.<input type="checkbox"/> Being honest and dedicated in all your work.<input type="checkbox"/> Maintaining confidentiality.<input type="checkbox"/> Completing all necessary training requirements within required time frame.<input type="checkbox"/> Following agency policies and procedures and supervisors direction.<input type="checkbox"/> Maintaining a professional appearance and meeting the agency's dress code policy.<input type="checkbox"/> Complying with Ability First, Inc.' request for a minimum two weeks notice should I have to resign.	I have reviewed the "Realistic Job Preview". <input type="checkbox"/> Yes <input type="checkbox"/> No Are you willing and able to comply with all the requirements listed? <input type="checkbox"/> Yes <input type="checkbox"/> No If your answer is no, or if you have concerns about complying with any requirements, please explain on an attached sheet.
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Applicants Authorization and Statement

I affirm that the information provided on this application (and accompanying resume and/or Background and Reference Authorization form, if applicable) is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons and corporations requesting or supplying such information. In the event that I am given a job offer, I realize that offer is conditional upon receipt of successful results from background investigation checks. My employment status will be temporary until the investigation is complete, regardless of how long it takes.

I understand that if I am offering my time as a volunteer that I will not be compensated for any services I provide.

I understand that Ability First, Inc. is an Equal Opportunity Employer and does not discriminate in employment. No question on this application is used for the purpose of limiting or excusing my consideration on a basis prohibited by local, state, or federal law.

I agree to submit to any lawful drug testing that may be required as a condition of my employment or continued employment and understand that refusal to submit to such testing or receiving positive test results during the course of my employment may result in disciplinary action, up to and including discharge.

In consideration of my employment, I agree to follow the rules and regulations of Ability First, Inc. I agree that my employment is "at will" and can be terminated, with or without cause, and with or without notice, at any time, at the option of either Ability First, Inc. or myself. I understand that no representative of Ability First, Inc., other than the Executive Director or Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Applicants Signature

Date



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



Employment Application Supplement

Applicant (print)	Date
Provider agency ABILITY FIRST 1301 West Main Duncan, OK 73533	

As I apply for a job as a community services worker, I understand:

- prior to employing me, the community services provider is required by Oklahoma law to conduct a search of:
 - criminal history records with Oklahoma State Bureau of Investigation (OSBI); and
 - Oklahoma Department of Human Services (OKDHS) Community Services Worker Registry (Registry);
- the community services provider is prohibited by Oklahoma law from hiring, contracting with, or using as a volunteer, any person;
 - who has been convicted, pled guilty, or pled nolo contendere to misdemeanor assault and battery or a felony, except under circumstances described in OAC 340:100-3-39; or
 - whose name appears in the Registry;
- my employment may be terminated if my name appears in the Registry, even though my name may not have been in the Registry at the time of my application or hiring;
- I must report to the community services provider all of my current and previous employers who provide services to children and adults who are vulnerable; and
- giving false information regarding my current and previous employers may result in termination of my employment.

Applicant signature Date

Routing: Original – community services worker personnel record
 Copy – community services worker