

APPLICATION FOR EMPLOYMENT

WARREN ACHIEVEMENT CENTER, INC.
1220 EAST SECOND AVENUE
MONMOUTH, ILLINOIS 61462

It is our policy to provide equal employment opportunities to all qualified persons without regard to race, age, color, sex, religion, national origin, handicap, marital status, sexual orientation or any other legally protected status.

NAME _____ DATE _____
Last First Middle

ADDRESS _____
Street City State Zip

Telephone number where you can be reached _____

Position applied for _____
(if known)

E-Mail address _____ E-Mail me future openings Yes___ No___

Are you legally eligible for employment in the U.S.A.? __Yes __No

Referral Source: __Advertisement __Friend __Relative __Walk in __Employment Source
__Other _____

Have you ever filed an application here before? __Yes __No If yes, when? _____

Have you ever been employed here before? __Yes __No If yes, when? _____

Are there any hours, shifts or days you cannot or will not work? _____

Shift preferred _____ __part-time _____ __full time

Applicants for direct care positions please answer the following:
Have you ever been convicted of one or more of the offenses listed on the attached list of Criminal Convictions which require a waiver for employment? __Yes __No If yes, please describe _____
Not required to reveal sealed or expunged records.

Are you employed now? __Yes __No Are you on lay off? __Yes __No

If yes, are you subject to recall? __Yes __No On what date will you be available for work? _____

Do you have a valid driver's license? __Yes __No Has your license been suspended or revoked within the past five years? __Yes __No If yes, please explain _____

List any traffic convictions you have had within the past seven years:

EMPLOYMENT

May we contact your present employer? Yes No

List in order, last or present employer first. Please include work history for at least the past five years.

Dates Employed		Employer	Supervisor
FROM	TO		
		Address	Brief Description of Work You Did
Job Title		City, State Zip	
Reason for Leaving		Phone Number	

Dates Employed		Employer	Supervisor
FROM	TO		
		Address	Brief Description of Work You Did
Job Title		City, State Zip	
Reason for Leaving		Phone Number	

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Dates Employed		Employer	Supervisor
FROM	TO		
		Address	Brief Description of Work You Did
Job Title		City, State Zip	
Reason for Leaving		Phone Number	

PLEASE READ CAREFULLY

I certify that the answers given on this Application for Employment are true and complete to the best of my knowledge. I understand that my personnel file may be subject to review from time to time by state and federal funding agencies.

I authorize investigation of all statements contained in this application, including checking with references, with the understanding that information obtained will be kept confidential.

I understand that false or misleading information given in my application or interviews shall be considered sufficient cause for dismissal.

I hereby understand and acknowledge that any employment association with Warren Achievement Center, Inc. is of an "at will" relationship and should not be construed as a contract of employment between the employer and the employee, or a promise of employment. It is also understood that the employee may resign at any time and the employer may discharge the employee at any time with or without cause.

I understand that if I am required to use my vehicle during the course of my employment, I will certify that I am adequately covered with liability insurance.

I understand also, that I am required to abide by all rules and regulations of Warren Achievement Center, Inc.

In accordance with the Drug Free Workplace Act, effective January 1, 1992, it is the policy of Warren Achievement Center, Inc., to maintain a workplace that is free from the effects of drug and alcohol abuse. I understand that employees may be required to take a test at any time while working for reasonable suspicion, follow-up treatment and safety testing to determine the presence of drugs, narcotics, or alcohol, unless such tests are prohibited by law.

In accordance with the Health Care Worker Background Check Act, effective January 1, 1996, it is the policy of Warren Achievement Center, Inc. to secure a criminal history record check on all new employees who provide personal care, direct care, or general supervision and oversight of the physical and mental well-being of individuals receiving services. Employment will be considered conditional pending the results of the criminal history record check.

Many of our consumers have lived in institutions and are highly vulnerable to communicable diseases. Applicants for employment with Warren Achievement Center, Inc. should understand that they will be working with individuals who are considered to be at high risk for communicable diseases.

Warren Achievement Center will follow the provisions as outlined in Public Act 95-0017 "The Smoke Free Illinois Act" effective January 1, 2008. This act prohibits smoking in all workplaces and within 15 feet of entrances.

As of January 14, 2009, Warren Achievement Center participates in E-Verify. WAC will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

By signing below, I certify that I have read and understand the above information.

Signature of Applicant

Date

Thank you for completing this application and for your interest in employment with Warren Achievement Center, Inc. We assure you that your opportunity for employment with this agency will be based only on your merit and on no other consideration.

Warren Achievement Center, Inc. reserves the right to reject all applications.

9-23-2014

DHS Health Care Worker Background Check Act

Disqualifying Offenses That May Be Considered for a Waiver by the Submission of a Waiver Application:

Aiding and Abetting Child Abduction	Home Invasion
Aggravated Arson	Identity Theft
Aggravated Assault	Manufacture, Delivery, or Possession with Intent to Deliver, or Manufacture, Cannabis
Aggravated Discharge of a Firearm	Manufacture or Delivery, or Possession with Intent to Manufacture or Deliver, a Controlled Substance Other than Methamphetamine, a Counterfeit Substance, or a Controlled Substance Analog
Aggravated Discharge of a Machine Gun or a Firearm Equipped with a Device Designed or Used for Silencing the Report of a Firearm	Permitting Sexual Abuse of a Child
Aggravated Identity Theft	Practice of Nursing Without a License
Aggravated Stalking	Receiving a Credit or Debit Card with Intent to Use, Sell, or Transfer
Aggravated Unlawful Restraint	Receiving Stolen Credit Card or Debit Card
Aggravated Unlawful Use of a Weapon	Reckless Discharge of a Firearm
Armed Violence	Residential Arson
Arson	Residential Burglary
Assault	Retail Theft
Battery	Ritual Abuse of a Child
Battery of an Unborn Child	Ritual Mutilation
Burglary	Robbery
Calculated Criminal Cannabis Conspiracy	Selling a Credit Card or Debit Card, without the Consent of the Issuer
Calculated Criminal Drug Conspiracy	Tampering with Food, Drugs or Cosmetics
Cannabis Trafficking	Theft
Child Abduction	Theft of Lost or Mislaid Property
Controlled Substance Trafficking	Unlawful Discharge of Firearm Projectiles
Criminal Drug Conspiracy	Unlawful Restraint
Criminal Trespass to Residence	Unlawful Sale or Delivery of Firearms on the Premises of Any School
Cruelty to Children	Unlawful Use of a Weapon
Delivering a Controlled, Counterfeit or Look-alike Substance to a Person under 18	Unlawful Use or Possession of Weapons by Felons or Persons in the Custody of the Department of Corrections Facilities
Delivering Cannabis to a Person under 18	Using a Credit or Debit Card with the Intent to Defraud
Delivery of Cannabis on School Grounds	Violations under the Methamphetamine Control and Community Protection Act
Distribution, Advertisement, or Possession with Intent to Manufacture or Distribute a Look-alike Substance	Vehicular Hijacking
Domestic Battery	
Endangering the Life or Health of a Child	
Engaging or Employing Person under 18 to Deliver a Controlled, Counterfeit or Look-alike Substance	
Forcible Detention	
Forgery	
Fraudulent Use of Electronic Transmission	

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Offenses that Are Always Disqualifying Except Through the Appeal Process:

Abuse and Criminal Neglect of a LTC
Facility Resident
Aggravated Battery
Aggravated Battery of a Child
Aggravated Battery of a Senior Citizen
Aggravated Battery of an Unborn Child
Aggravated Battery with a Firearm
Aggravated Battery with a Machine Gun or a
Firearm Equipped with Any Device or
Attachment Designed or Used for
Silencing the Report of a Firearm
Aggravated Criminal Sexual Abuse
Aggravated Criminal Sexual Assault
Aggravated Domestic Battery
Aggravated Kidnapping
Aggravated Robbery
Aggravated Vehicular Hijacking
Armed Robbery
Child Pornography
Concealment of Homicidal Death
Criminal Abuse or Neglect of an Elderly
Person or Person with a Disability
Criminal Sexual Abuse
Criminal Sexual Assault
Drug Induced Homicide
Drug Induced Infliction of Great Bodily
Harm
Exploitation of a Child
Financial Exploitation of an Elderly Person
or a Person with a Disability
First Degree Murder
Heinous Battery
Indecent Solicitation of a Child
Intentional Homicide of an Unborn Child
Involuntary Manslaughter and Reckless
Homicide
Involuntary Manslaughter and Reckless
Homicide of an Unborn Child
Kidnapping
Predatory Criminal Sexual Assault of a
Child

Second Degree Murder
Sexual Exploitation of a Child
Sexual Misconduct with a Person with a
Disability
Solicitation of Murder
Solicitation of Murder for Hire
Voluntary Manslaughter of an Unborn Child