



Angelwood, Inc.

ELIGIBILITY REQUIREMENTS FOR EMPLOYMENT

Thank you for considering Angelwood for employment!

Below is a list of requirements that you must meet in order to be eligible for employment. If you have any questions, please call our Human Resources Coordinator at 904-288-7259 Ext. 15.

Angelwood, Inc. considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status or any other legally protected status.

Angelwood is an Equal Opportunity Employer and a Drug Free Workplace.

PLEASE READ BEFORE COMPLETING THIS APPLICATION!

NOTE: If you have ever been convicted of or plead no contest to certain criminal offenses, this may disqualify you as an applicant, as you will be unable to pass a Level 2 background screening under Chapter 435, Florida Statutes. Disqualifying offenses are listed on the next page.

REQUIREMENTS FOR APPLICATION

- A High School Diploma or GED.
- 2 Years of verifiable work history (see next page for exceptions).
- Be a United States citizen or have a current, legal work visa.
 - If selected, you must be able to provide a current Drivers License & Social Security card.
- Experience with individuals with disabilities preferred.

Please return the application portion of this package along with the written questions. Resumes may be attached, but application must be completed to apply. You will be contacted by a member of management if you are selected for an interview. Job applications remain on file with Angelwood for 45 days.

DISQUALIFYING OFFENSES UNDER FLORIDA STATUTES

Sections:

393.135 relating to sexual misconduct with certain developmentally disabled clients
394.4593 relating to sexual misconduct with certain mental health patients
415.111 adult abuse, neglect, or exploitation of aged persons or disabled adults
741.30 domestic violence and injunction for protection (defined in 741.28) means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, etc. of a family or household member
782.04 murder
782.07 manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
782.071 vehicular homicide
782.09 killing an unborn child by injury to the mother
784.011 assault, if the victim of offense was a minor
784.021 aggravated assault
784.03 battery, if the victim of offense was a minor
784.045 aggravated battery
784.075 battery on a detention or commitment facility staff
787.01 kidnapping
787.02 false imprisonment
787.04(2) taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings
787.04(3) carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
790.115(1) exhibiting firearms or weapons within 1,000 feet of a school
790.115(2)(b) possessing an electric weapon or device, destructive device, or other weapon on school property
794.011 sexual battery
794.041 prohibited acts of persons in familial or custodial authority (former)
Chapter: 796 prostitution
Section: 798.02 lewd and lascivious behavior
Chapter: 800 lewdness and indecent exposure
Section: 806.01 arson
Chapter: 812 felony theft and/or robbery and related crimes, if a felony
Sections: 817.563 fraudulent sale of controlled substances, if the offense was a felony
825.102 abuse, aggravated abuse, or neglect of disabled adults or elderly persons
825.1025 lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
825.103 exploitation of disabled adults or elderly persons, if the offense was a felony
826.04 incest
827.03 child abuse, aggravated child abuse, or neglect of a child
827.04 contributing to the delinquency or dependency of a child
827.05 negligent treatment of children
827.071 sexual performance by a child
843.01 resisting arrest with violence
843.025 depriving an officer means of protection or communication
843.12 aiding in an escape
843.13 aiding in the escape of juvenile inmates in correctional institution
Chapter: 847 obscene literature
Section: 874.05(1) encouraging or recruiting another to join a criminal gang
Chapter: 893 drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
Sections: 916.1075 relating to sexual misconduct with certain forensic clients
944.35(3) inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
944.46 harboring, concealing, or aiding an escaped prisoner
944.47 introduction of contraband into a correctional facility
985.701 sexual misconduct in juvenile justice programs
985.711 contraband introduced into detention facilities

APPLICATION FOR EMPLOYMENT

ANGELWOOD, INC.

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PLEASE PRINT ALL INFORMATION

Position applied for: _____ Date application submitted: _____

Last Name				First Name				Middle Name or Initial			
Street Address						City		State		Zip	
Home Telephone Number				Cell Number				Social Security Number			

Indicate the best days of the week and hours of the day you are available to work. Note that you will be scheduled based on Angelwood needs.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

The date you would be available to begin work: _____

What is the best time to contact you? _____

Are you presently employed?

If yes, may we contact your present employer?

Do you have friends or relatives working at Angelwood, Inc.?

If "Yes", please list _____

Have you submitted an application with Angelwood before?

If under 18, can you provide proof of eligibility to work?

Can you provide a proof of citizenship or immigration status if employed?

Yes	No

How did you learn about the job opening? _____

EDUCATION - Verification is required

Name of High School _____ High School Diploma or Years Completed _____

Address of High School _____ Course of Study _____

Name of College _____ Degree received or Years Completed _____

Address of College _____ Course of study _____

Other Education - Verification is required

Name of school, or training facility	Certification Received
Address	Course of Study

Describe any specialized training, apprenticeships and skills: _____

List professional, trade, business or civic activities and office held: _____

State any additional information you feel may be helpful to us in considering your application: _____

Employment Experience: Start with your present or last job.

Note: Must have two years minimum work history or have explanation for not working (i.e., student, staying home to raise children, help with elderly relatives, leave of absence, etc.)

Employer	Employed	From	To
Address			Job Title
Reason for Leaving	Name of Supervisor		Telephone Number
Employer	Employed	From	To
Address			Job Title
Reason for Leaving	Name of Supervisor		Telephone Number
Employer	Employed	From	To
Address			Job Title
Reason for Leaving	Name of Supervisor		Telephone Number

Employer	Employed	From	To
Address	Job Title		
Reason for Leaving	Name of Supervisor	Telephone Number	
If you need additional space, please continue on a separate sheet of paper.			

APPLICANT'S STATEMENT:

I certify that all the answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment. I understand and acknowledge that any employment relationship is of an "at will" nature, meaning that the employee or employer may terminate the employment at any time with or without cause. If employed, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer. This application for employment shall be considered active for a period of time not to exceed 45 days. **DO NOT ANSWER THE QUESTIONS BELOW UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS THE JOB FOR WHICH YOU ARE INTERVIEWING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? I have received & reviewed a list of the activities involved in such job or occupation. Yes _____ No _____

Applicant's Signature

Date

APPLICANT DRUG TESTING CONSENT AGREEMENT:

As a prerequisite to employment, I hereby agree to allow Angelwood, Inc. to collect samples from me to determine the presence of illegal drugs in my body. Further, I give my consent to the release of my test results to Angelwood's authorized management for appropriate review and authorize Angelwood to use the test results as a defense to any legal action to which I am a participant. I understand that the results of the drug testing, if confirmed positive, will remove me from consideration for employment. I also understand that if I refuse to consent, I will be removed from further consideration for employment.

Further, I understand that if employed by Angelwood, I must abide by the terms of Angelwood's drug-free workplace policy and may be required to submit to testing for the presence of illegal drugs or alcohol. I understand that submission to such testing is a condition of employment with Angelwood, and disciplinary action, up to and including discharge, may result if, 1) I refuse to consent to such testing, 2) I refuse to execute all forms of consent and releases of liability as are usually and reasonably attendant to such examinations, 3) I refuse to authorize release of the test results to Angelwood, if the tests establish a violation of Angelwood's drug-free workplace policy, or 4) I otherwise violate the policy.

I hereby consent to the administration of the drug test and to the terms & conditions of the consent agreement.

Applicant's Signature

Social Security Number

Date

I hereby refuse the drug testing detection test.

Applicant's Signature

Social Security Number

Date

WRITTEN QUESTIONS FOR PROSPECTIVE EMPLOYEES
(Must Accompany Job Application)

Name: _____

Date: _____

Q: Weekends can be difficult for the people living in our group homes because they enjoy getting out of the house & attending school and their routine becomes disrupted. If you had the freedom to do whatever you wanted, how might you plan a weekend to minimize their boredom?

A: _____

Q: You see another employee completing a task incorrectly, how would you handle the situation?

A: _____

Q: What would you do if an individual threw their plate of food?

A: _____

Q: What would you do if a person in our programs sat down in the middle of the mall and refused to move?

A: _____

Q: Let's pretend a neighbor comes over complaining it's too noisy. You think it is quiet considering some of the people in the house are on an outing and the others are scattered throughout the house. How would you respond to the neighbor?

Q: You're on an activity at the park with two Angelwood individuals. You get back in the van and it won't start. It's 100 degrees outside. What would you do?

A: _____

