

APPLICATION FOR EMPLOYMENT



We appreciate your interest in a prospective employment opportunity with Positive Growth, Inc. Positive Growth relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Positive Growth's exclusion of your application from further consideration for employment or, if hired, termination of employment.

Our Company is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, gender, sexual orientation, age, religion, national origin, veteran status, or any disability as provided in the Americans With Disabilities Act.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered. Please print, in ink, or type answers to all questions. If you have a current resume or *curriculum vitae*, please do submit it for review as well. While you may reference your resume for some items on this application, please make sure to provide answers and detailed information to all of the items on this Application.

The following are items which will also be required from you as part of the application process: verification of educational attainment and/or specialized training; copies and verifications for certifications and/or licensure; verification of previous employment and references; a motor vehicle driving record for most positions; proof of automobile insurance coverage for most positions; and, proof of citizenship or authorization to work in the United States. A criminal justice background record check supported by required fingerprinting will be conducted on all new hires through the State of Georgia Crime Information Center (GCIC) and the FBI/GBI, and all applicants will be processed through the Georgia Applicant Processing Services (GAPS) and checked against the Georgia Bureau of Investigation Case Search website. Applicants for positions in services supported by federal healthcare programs will be cross-checked against the federal debarment database. Applicants for positions in certain children's programs will have to undergo a finger print check through the Department of Human Services (DHS).

PERSONAL DATA:

TODAY'S DATE:

Last Name:		First Name:		Middle Name:	
Present Address:					
City:		State:		Zip:	
Home Phone: ()		Work Phone: ()		E-mail Address:	
1) Alternative Contact Number:			Alternative Contact Number:		
Are you 18 or over? YES <input type="checkbox"/> NO <input type="checkbox"/>			Social Security #:		
Are you a citizen of the U.S. or do you have the legal right to be employed in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Excluding minor traffic violations, have you ever been convicted of any crime, have any pending charges, received a not criminally responsible disposition, or pled "no contest" to any crime including DWI/DUI? YES <input type="checkbox"/> NO <input type="checkbox"/>					
If yes, state the offense, location, date and disposition:					
<p>(NOTE: A CONVICTION WILL NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT, BUT FAILURE TO ANSWER THIS QUESTION COULD LEAD TO YOUR APPLICATION NOT BEING CONSIDERED)</p>					

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REQUIRED BACKGROUND CHECKS:

Because of the nature of the business of Positive Growth, Inc. all employees are required to submit to Department of Human Service and/or Federal and State criminal background checks. Furthermore, Positive Growth, Inc. cannot legally employ individuals with results on their background checks that conflict with current regulations. Residential Child Care Regulations and/or the Department of Behavioral Health & Development Disabilities, DBHDD prohibit us from employing someone in a residential child care program who: refuses to submit to a criminal background check; has an indicated child abuse or neglect finding or a conviction for child abuse or neglect, spousal abuse, rape, sexual assault, homicide, or any crime against children; has a conviction within 5 years of applying for a job with the program for assault or a drug-related offense; or has conviction within 5 years for a violation of contributing to the delinquency of a child or causing a child to be found in need of supervision.

Have you ever been convicted of any crime, have any pending charges, received a "probation before judgment", received a not criminally responsible disposition, or pled "no contest" for any crimes listed in the previous paragraph? YES NO

If yes, state the offense, location, date, and disposition:

EMPLOYMENT DESIRED:

Are you seeking: Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contract <input type="checkbox"/> Temporary or Summer Employment?		
Desired Position:	Salary:	Date you are available to start:
Have you ever applied to Positive Growth, Inc. before? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you ever worked for Positive Growth, Inc. before? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If your answer to either of the above questions is yes, state when and where you applied and/or worked?		
How did you learn about Positive Growth, Inc and/or the position?		
Are you, or do you expect to be, working in any other business or job simultaneous to Positive Growth, Inc.? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Are there any days or hours you would be unable or unwilling to work? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If yes, please specify those days and/or hours you would be unable or unwilling to work:		

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EDUCATION:

Name, Address/Location	Dates	Graduate?	Courses Studied
High School	From: ___/___/____ To: ___/___/____	YES <input type="checkbox"/> NO <input type="checkbox"/>	Diploma:
College	From: ___/___/____ To: ___/___/____	YES <input type="checkbox"/> NO <input type="checkbox"/>	Diploma:
Graduate School	From: ___/___/____ To: ___/___/____	YES <input type="checkbox"/> NO <input type="checkbox"/>	Diploma:
Other Schooling	From: ___/___/____ To: ___/___/____	YES <input type="checkbox"/> NO <input type="checkbox"/>	Diploma:

(ADDITIONAL SPACE IS PROVIDED ON PAGE 6 IF NECESSARY, OR REFER TO RESUME)

If you did not graduate, why did you leave high school, college, graduate, or other school?
Are you planning to pursue further studies? YES <input type="checkbox"/> NO <input type="checkbox"/>
If so, when, where and what courses?
List and describe any other specialized training

MILITARY:

Have you ever served in the military? YES NO

Service Branch: _____

Date entered: _____

Date Separated: _____

Final Rank: _____

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CAPABILITY/RELIABILITY:

Do you have the ability to work over-time and/or to reach varying job sites as needed throughout the Metropolitan Area?
 YES NO

If no, please explain: _____

Drivers License: State: _____ Number: _____ Currently Valid? YES NO
 (ANNUAL DRIVING RECORD CHECKS ARE REQUIRED AS PART OF THE EMPLOYMENT PROCESS)

Would you be able to perform all tasks required of the job for which you are applying with or without reasonable accommodations? YES NO

If not, explain which task: _____

Have you filed any type of fraudulent claim against any of your present or past employers? YES NO

If yes, explain: Will you abide by policies, procedures, rules and regulations of Positive Growth, Inc.

Is there anything in your background or personal life that would be a barrier to you fully abiding by Positive Growth's workplace policies and procedures as outlined in the Employee Handbook, including the Drug and Alcohol Free Workplace/Illegal Substance Use regulation? YES NO

If yes, please explain: _____

Have you ever been disciplined for violating company policies, procedures, rules or regulations? YES NO

If yes, please explain: _____

Would you be willing and able to report to work when scheduled on a regular and consistent basis? YES NO

If no, please explain: _____

WORK HISTORY: (Specific details are required for this section.)

List names of employers in consecutive order with present or last employment listed first. Account for all periods of time including military service, school and any periods of unemployment. If self-employed, give firm name and supply business references.

(PLEASE GIVE MONTH AND YEAR - Current/ previous employers will be contacted for business/ professional references)

NAME OF EMPLOYER: ADDRESS:		NAME/TITLE OF SUPERVISOR	DATES EMPLOYED		PAY
YOUR TITLE:	TELEPHONE:		FROM: MO/YR	TO: MO/YR	START \$
					END \$
NATURE OF BUSINESS: DUTIES:		REASON FOR LEAVING:			

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NAME OF EMPLOYER: ADDRESS:		NAME/TITLE OF SUPERVISOR	DATES EMPLOYED		PAY
YOUR TITLE:	TELEPHONE:		FROM: MO/YR	TO: MO/YR	START \$
					END \$
NATURE OF BUSINESS: DUTIES:		REASON FOR LEAVING:			
NAME OF EMPLOYER: ADDRESS:		NAME/TITLE OF SUPERVISOR	DATES EMPLOYED		PAY
YOUR TITLE:	TELEPHONE:		FROM: MO/YR	TO: MO/YR	START \$
					END \$
NATURE OF BUSINESS: DUTIES:		REASON FOR LEAVING:			

(ADDITIONAL SPACE IS PROVIDED ON PAGE 6 FOR ADDITIONAL INFORMATION AND AS A PLACE TO MENTION VOLUNTEER SERVICE)

SUPPLEMENTAL EMPLOYMENT INFORMATION:

If you worked in any of your previous positions under another name, please give that name(s):

Are you presently employed? YES NO If yes, may we contact your present employer? YES NO

Have you ever been fired, or asked to resign, from a position? YES NO

If yes, please explain: _____

Please list licenses, professional organizations, community activities, offices, honors, clubs, interests and other associations relevant to your qualifications for employment: _____

SPECIAL SKILLS:

Please provide information about special skills. (e.g. keyboard capability, computer skills, recreational leadership skills, arts/crafts skills, etc.)

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Have you had any computer or word processing experience or training? YES NO

If yes, please describe: _____

What languages do you speak fluently? _____

Use this space to describe why you are interested in working for Positive Growth, Inc. and the skills and abilities, which you feel particularly, qualify you for a position with us. If you need more space, please continue below or on a separate sheet.

REFERENCES:

Three professional references are required for all applicants. Authorization for the reference to release information and contact information must be provided on copies of the Positive Growth, Inc. Reference Check Form, a copy of which can be obtained from: [Click here: Reference Form](#)

ADDITIONAL SPACE: (For extended comments, volunteer work, work history, etc.)

AFFIDAVIT:

I HEREBY CERTIFY THAT my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form, other documentation, or during any interview may be grounds for my immediate discharge.

I HEREBY CERTIFY THAT I have never been convicted of and it has never been shown by credible evidence, e.g., a court or jury, a department investigation or other reliable evidence that I have sexual assaulted, abused, neglected or deprived a child, or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of the application;”

I HEREBY AUTHORIZE POSITIVE GROWTH, INC. to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications, and I give my full and complete consent to current and previous employers' revealing any and all information they may wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements.

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I AGREE THAT if I am employed, I will abide by all the policies, procedures, rules, and regulation of POSITIVE GROWTH, INC. I understand that the taking of a drug and alcohol test, when given pursuant to company policy, is a condition of continued employment and refusal to take such tests when asked will be grounds for my immediate termination. In the absence of a written employment agreement, I understand that employment with the POSITIVE GROWTH, INC. Program is 'at will said, in such case, may be terminated by the company at anytime for any reason or no reason at all, with or without prior notice. Some jobs at POSITIVE GROWTH, INC. may be eligible for the establishment of a formal employment agreement or contract. No one at POSITIVE GROWTH, INC. has the authority to modify the "at will" employment relationship or enter into any employment contract with an employee except the Chief Executive Director or other designee of the Board of Directors, and then only by written agreement.

I UNDERSTAND THAT if I am employed, a criminal justice background record check supported by required fingerprinting will be conducted on all new hires through the State of Georgia Crime Information Center (GCIC) and the FBI/GBI, and all applicants will be processed through the Georgia Applicant Processing Services (GAPS) and checked against the Georgia Bureau of Investigation Case Search website. I further understand that applicants for positions in services supported by federal healthcare programs will be cross-checked against the federal debarment database; and, applicants for positions in certain children's programs will have to undergo a child protective services background check through the Department of Human Services. I hereby grant POSITIVE GROWTH, INC permission to conduct all necessary background investigations. I also understand that UNDER GEORGIA LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.00.

I UNDERSTAND THAT if employed, a confidentiality letter must be signed and forwarded to Positive Growth, Inc.”

I UNDERSTAND THAT if employed, that Non-Violence Crisis Prevention Training, CPR and First Aid are prerequisites for employment with Positive Growth, Inc. and must be updated annually by a certified instructor and/or licensed physician. You have thirty days from date of your signature to supply proof of certification.

APPLICANT
SIGNATURE: _____

DATE: _____

WITNESS
SIGNATURE: _____

DATE: _____

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GUIDE USE ONLY

INTERVIEWED BY:

INTERVIEWER'S REMARKS:

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Name _____ DOB: _____

Address _____

City _____ Georgia _____ Zip _____

Phone Number _____ Alternate Number: _____

In Case of an emergency, please contact:

1st Name _____ Phone Number _____

Address: _____ City: _____ State: _____ Zip: _____

Relationship to Client _____

2nd Name _____ Phone Number _____

Address: _____ City: _____ State: _____ Zip: _____

Relationship to Client: _____

List any medical conditions you would like us to be aware of : _____

List any medical assistive devices you use (if applicable) _____

List any medications you are taking: _____

List any allergies, including allergies to medications: _____

Name of Family Physician: _____ Phone Number: _____

Name of Dentist: _____ Phone Number: _____

Employee's Signature: _____ Date Signed _____

Strict confidentiality will be maintained. This form will be updated on an annual basis.