

Application for Employment



**246 Post Road East
Westport, CT 06880
Tel: (203) 226-7895
Fax: (203) 221-0533**

**Please complete the enclosed application and return it by mail to the above address.
All applications must be accompanied by a typed resume.
Please be assured that your application and resume will be reviewed promptly.
Thank you for interest in CLASP Homes.**

CLASP HOMES, INC.
APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

CLASP Homes, Inc. will not, except in the case of a bona fide occupational qualification or need, or except as otherwise permitted or required by law, discriminate on the basis of: race, color, religious creed, age, gender, marital status, sexual orientation, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability or physical disability, including but not limited to blindness, with respect to hire, compensation, promotion, discharge from employment or other terms and conditions of employment.

Please respond to every question on the application and if it does not apply, please indicate so by noting N/A.

NAME : _____ DATE : _____

ADDRESS : _____
Street City State Zip

PHONE : _____ Are you over 18 years of age? Yes / No

SS # _____ (For applicable background/reference checks)

Are you legally able to work in the U.S.? Yes / No

Have you previously been employed at CLASP Homes, Inc.? Yes/No If yes, please specify dates and location of employment. _____

Do you have any relatives that work here? Yes / No If yes, please specify name and relationship.
Name: _____ Relationship: _____

How were you referred to CLASP Homes, Inc.? _____

EDUCATION

HIGH SCHOOL : _____
NAME ADDRESS

GRADUATED : YES / NO

COLLEGE : _____
NAME ADDRESS

GRADUATED : YES / NO YEAR : _____ MAJOR : _____

GRADUATE / TECHNICAL / OTHER SCHOOL: _____
NAME

ADDRESS _____

GRADUATED : YES / NO YEAR : _____ MAJOR : _____

CERTIFICATION TYPE : _____ NUMBER : _____

DEPARTMENT APPLYING FOR :

RESIDENTIAL : _____ ADMINISTRATIVE : _____

FULL TIME : _____ PART TIME : _____ OTHER : _____

CHECK THE POSITION FOR WHICH YOU ARE APPLYING :

MANAGER :__ PROGRAM SUPERVISOR :__ RESIDENTIAL INSTRUCTOR :__

ARE YOU AVAILABLE TO WORK ;

OVERTIME : _____ WEEKENDS : _____ OVERNIGHTS : _____

HOURS AVAILABLE TO WORK :

Monday Tuesday Wednes. Thursday Friday Saturday Sunday

From							
To							

EMPLOYMENT

LIST IN CHRONOLOGICAL ORDER, BEGINNING WITH THE MOST RECENT POSITION :

1) _____
Employer

Street City State Zip Code

Phone Number Supervisor Salary

Position Title Dates of Employment Why you left

Position Responsibilities: _____

* May we contact your current employer for a reference ? yes / no

2) _____
Employer

Street City State Zip Code

Phone Number Supervisor Salary

Position Title Dates of Employment Why you left

Position Responsibilities: _____

3) _____

Employer

Street City State Zip Code

Phone Number Supervisor Salary

Position Title Dates of Employment Why you left

Position Responsibilities: _____

4) _____

Employer

Street City State Zip Code

Phone Number Supervisor Salary

Position Title Dates of Employment Why you left

Position Responsibilities: _____

Do you know sign language or facilitated communication ? _____

Have you ever served in the armed forces? Yes / No If yes, did you acquire any special skills related to the position for which you are applying?

Any special skills? _____

What are your minimum salary requirements? _____

Do you have a valid drivers license? Yes / No License # _____ State _____

PERSONAL REFERENCES

Name Address Phone

ACKNOWLEDGEMENT AND RELEASE TO OBTAIN INFORMATION

I have answered all of the above questions to the best of my ability, I hereby certify that there are no omissions of any kind, and no misrepresentations or falsification, and that the above answers are true and accurate and are made in good faith. I understand and acknowledge that, if I am hired by CLASP Homes, Inc., any omission I have made or misrepresentation or falsification, may be grounds to discontinue further consideration of my application, or for immediate termination of my employment if already hired. I further understand and acknowledge, that if CLASP homes, Inc., offers me employment, such employment is on an at-will-basis, and that both CLASP Homes, Inc. and I shall be free to end the employment relationship at any time and for any reason, should I choose to accept the offer.

I hereby authorize and voluntarily release CLASP Homes, Inc. to conduct any necessary inquiries and collect any necessary information as to my character, reputation, and ability to perform in the position I am applying for, including but not limited to review of my educational and employment references and background and a criminal conviction history check, and I release from any liability any and all former employers or educators, or personal or other references who supply CLASP Homes, Inc. with information about my background, education or employment history.

I understand that, upon receiving a conditional offer of hire from CLASP Homes, Inc., I may be required to pass a medical examination prior to actual employment. I further understand that, upon receiving a conditional offer of hire from CLASP Homes, Inc., I will be required to pass a urinalysis drug test in compliance with applicable state statutes prior to actual employment. Any refusal to submit to required testing will be grounds for discontinuing the employment application process. Refusal to submit includes failure to provide an adequate amount of urine for testing, without a valid medical explanation, or any conduct that clearly obstructs the testing process.

SIGNATURE

DATE

CONSENT AND ACKNOWLEDGEMENT FORM

CLASP HOMES, INC., HAS A DRUG AND ALCOHOL POLICY TO PROVIDE FOR A WORK ENVIRONMENT FREE OF DRUG AND ALCOHOL ABUSE. THEREFORE, AS A CONDITION OF EMPLOYMENT YOU ARE REQUIRED TO SUCCESSFULLY COMPLETE A URINALYSIS DRUG SCREEN AS PART OF THE PRE-EMPLOYMENT SCREENING PROCESS.

AN OUTSIDE PROFESSIONAL LABORATORY CONDUCTS DRUG TESTS FOR CLASP.

I UNDERSTAND THAT COMPLIANCE WITH CLASP'S POLICY ON SUBSTANCE ABUSE IS A CONDITION OF MY EMPLOYMENT.

APPLICANT'S SIGNATURE

DATE

03/2013