

Hope House Foundation
Eligibility for Direct Service Positions

Name: _____

Date: _____

Eligibility for Direct Service Positions: Applicants MUST meet ALL of the following criteria to be eligible for employment with Hope House Foundation. Please place your initials next to each criterion that you meet.

- _____ Be at least 18 years of age
- _____ Have a high school diploma or GED
- _____ Have a valid Virginia driver's license (or be willing to obtain prior to hire)
- _____ Have a satisfactory driving record and criminal history record
- _____ Be willing to drive your personal vehicle for work related tasks (mileage reimbursement is paid).
- _____ Have current vehicle insurance and be able to submit policy verification upon hire.
- _____ Be able to submit recent TB test results (less than 6 months old) upon hire.

If you meet all of the above job requirements, proceed with completing the rest of the application.



If you do not meet all of the above job requirements, do not complete the application as you are not eligible for employment at this time.

If hired, employees are also required to attend the following trainings and orientation classes. Evening sessions typically start at 5pm and Saturday classes begin at approximately 8:30am. Employees are compensated for attending these sessions.

- Initial Orientation (4 hours) – this is a one time session scheduled on a weekday morning at 8:45a.m. until 1pm to complete your new hire paperwork.
- CPR Training (4 hours) – evening classes usually from 5pm to 9pm (training is offered once a month with annual recertification). Employees can also take classes through the Red Cross and be reimbursed upon receipt of card. ***Please check if you are already certified:*** _____
- First Aid Training (2 hours)–evening classes usually from 5pm to 7pm (training is offered once a month with recertification every three years). Employee can also take classes through the Red Cross and be reimbursed upon receipt of card. ***Please check if you are already certified:*** _____
- Behavior Support Training (16 hours). Evening (2 evenings 5pm to 9pm) and Saturday (8:30am to 5pm) classes available. ***Please check if you are already certified:*** _____
- Medication Training (25 hours) – offered once a month over the course of 5 consecutive evenings starting at 5:00 p.m. ***Please check if you are already certified:*** _____
- Agency Orientation (11.5 hours). Part I offered on a Sat. every other month from 9am to 5pm, Part II offered monthly on a weekday evening.

I understand that employment with Hope House is contingent upon obtaining and maintaining these requirements.

_____ (please sign).

Questionnaire:

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1. Are you able to comfortably **ascend and descend stairs** (several times per shift)? Yes: _____ No: _____
2. Are you able to physically assist with **lifting household items such as laundry baskets, groceries, or cleaning equipment**? Yes: _____ No: _____
Are you able to physically assist with **lifting and transferring individuals** who require this type of assistance? Yes: _____ No: _____
If you answered "no" to either question, what are your limitations? _____
3. A few people we support **smoke** in their apartments. Are you able to handle being around cigarette smoke? Yes: _____ No: _____
4. A few people we support have small **pets**. Are you comfortable with being around pets? Yes: _____ No: _____
5. We support people who may need assistance with **toileting and personal hygiene**. Would you be comfortable assisting with these tasks?
Yes: _____ No: _____

People who work for Hope House Foundation need to have a basic understanding of disabilities. Please circle the best answer to the questions listed below.

1. Persons with developmental disabilities
 - A are all the same
 - B always need assistance with personal hygiene
 - C are an extremely diverse group of individuals
 - D should be treated like small children rather than adults
2. Persons with developmental disabilities have the same civil rights as people without disabilities including the right to vote and right to marry.
 - A True
 - B False
3. The best way to provide services to people with developmental disabilities is by grouping them according to their level of functioning.
 - A True
 - B False
4. People may communicate through
 - A spoken or written language
 - B behaviors
 - C signs or gestures
 - D A and C only
 - E A, B, and C
5. When working with individuals with developmental disabilities, it is most effective to use a _____ tone of voice.
 - A parental
 - B authoritative
 - C respectful
 - D threatening

Hope House Foundation does Criminal History and DMV background checks on every employee hired. Have you ever been convicted of a law violation(s) including moving traffic violations, but excluding offenses committee before your 18th birthday, which were adjudicated in a juvenile court under a youth offender law? Convictions will not necessarily disqualify you from being considered for employment. Yes: _____ No: _____

If yes, please explain: _____

Do you have a valid Virginia driver's license? Yes: _____ No: _____
 Do you have current vehicle insurance? Yes: _____ No: _____

Please list all licenses and certifications (including driver's license, CPR, First Aid, etc.):

Type of License/Certification	License/Certification Number	Expiration Date	Issued By:
Driver's License			

For purposes of the Immigration and Reform and Control Act, are you legally eligible for employment in the United States? Yes: _____ No: _____

PART IV---EXPERIENCE:

Do you have any work experience in the field of human services? Yes: _____ No: _____ If yes, please explain: _____

Do you have any other experience helping others with their daily living needs? Yes: _____ No: _____ If yes, please explain: _____

Community volunteer experience? Yes: _____ No: _____ If yes, please explain: _____

Computer Skills: _____ Special Skills (sign language, musical abilities, sports, etc.): _____

Please write a brief paragraph explaining why you are interested in working with Hope House Foundation.

REFERENCES: (Please make sure these are professional references & NOT personal references)

Name	Phone Number	Job Title/Relationship

Are any of the references listed above Hope House Foundation Employees? Yes: _____ No: _____

PART V---LIST ALL PAID AND VOLUNTEER EXPERIENCE IN ORDER OF MOST RECENT POSITIONS:

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Job Title: _____ Part-time: _____ Full Time: _____ Employer: _____

Name if Different from Present: _____ Employer's Address: _____

Name of Supervisor: _____ Supervisor's Phone Number: _____ Number of Employees Supervised: _____

Reason for Leaving: _____ Dates Employed: _____ to _____ Ending Salary: _____

Duties: _____

Job Title: _____ Part-time: _____ Full Time: _____ Employer: _____

Name if Different from Present: _____ Employer's Address: _____

Name of Supervisor: _____ Supervisor's Phone Number: _____ Number of Employees Supervised: _____

Reason for Leaving: _____ Dates Employed: _____ to _____ Ending Salary: _____

Duties: _____

Job Title: _____ Part-time: _____ Full Time: _____ Employer: _____

Name if Different from Present: _____ Employer's Address: _____

Name of Supervisor: _____ Supervisor's Phone Number: _____ Number of Employees Supervised: _____

Reason for Leaving: _____ Dates Employed: _____ to _____ Ending Salary: _____

Duties: _____

CERTIFICATION:

I certify that all entries on all pages are true and complete, and I agree and understand that falsification of information regardless of time of discovery may cause forfeiture on my part to any employment in the service of Hope House Foundation. I understand that all information on this application is subject to verification, and I consent to references and former employers listed being contacted regarding this application. I further authorize Hope House Foundation to rely upon and use as sees fit any information received in such contacts.

Signature: _____

Date: _____