

APPLICATION FOR EMPLOYMENT

Women's League Community Residences, Inc.

1556 - 38th Street • Brooklyn, NY 11218

(718) 853-0900 • Fax (718) 853-0818

A tradition of caring, in our homes and yours



EMPLOYMENT HISTORY (List last 4 employers, starting with last one first)

Date (month & year)	Name, address, & tel. # of Employer	Position & Supervisor Name	Reason for Leaving	Salary
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				

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Are you legally eligible for employment in the U.S.A.? Yes ( ) No ( )

If you are under age 18, do you have a valid work permit? Yes ( ) No ( )

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If the position you are applying for requires driving, please complete the following:

Do you have a current driver's license? Yes () No ()

Are you willing to drive if required by the position applied for? Yes () No () N/A ()

Have you had any moving violations or convictions related to moving violations within the last 3 years? Yes () No ()

Have you had a suspension, revocation, DWI conviction or any occurrence involving harm to persons or property while driving? Yes () No ()

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REFERENCES

Please list 3 people whom you have known for at least one year, i.e. WORK COLLEAGUES, TEACHERS, SCHOOL OFFICIALS, CLERGYMEN OR LAY LEADERS. Please furnish their addresses and telephone numbers. Obviously, these references should not be related to you or be personal friends.

- |    | <u>Name</u> | <u>Address</u> | <u>Tel.#</u> | <u>Years Acquainted</u> |
|----|-------------|----------------|--------------|-------------------------|
| 1. | _____       |                |              |                         |
| 2. | _____       |                |              |                         |
| 3. | _____       |                |              |                         |

Please list any additional experience, knowledge, or skills you have which are related to the disabled population. \_\_\_\_\_

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Have you ever been convicted of a misdemeanor or felony in any jurisdiction? Yes ( ) No ( )  
*Employment will not be automatically denied on the sole basis of prior criminal record.*

Please answer the following question if the position you are seeking requires direct contact with consumers: Are there any pending criminal charges against you? Yes ( ) No ( )

If you answered Yes to either question, please describe all convictions and pending criminal charges or proceedings:

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Women’s League reserves the right to conduct a criminal background check. If deemed necessary due to requirements of the position sought, the applicant will be requested to provide information, statements, and fingerprints according to the requirements of OMRDD regulations in order to carry out such a check. Please be advised that once fingerprints are in the Division of Criminal Justice Services (DCJS) system, there is an ongoing criminal review of each individual.

The applicant has the right to review the criminal background findings. If there is a disagreement with the findings, the applicant has the right to contact and attempt to correct the records of the DCJS.

The Human Resources Department must be notified if at any time (whether on or off shift) while employed by Women’s League, the employee engages in criminal misconduct or is arrested. Failure to alert Women’s League is cause for immediate dismissal.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for, or **false** answers to any question, are cause for immediate dismissal. Further, I understand and agree that my employment is not for a definite period and may, be terminated at any time without previous notice. Additionally, I, the undersigned, hereby affirm that all the statements made by me in this application are completely true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





PRINCIPLES OF CONDUCT FOR WOMEN'S LEAGUE EMPLOYEES

1. There should be no use of corporal punishment upon consumers.
2. Employees should not engage in any activity that constitutes abuse of consumers as defined in the regulations of the commissioner.
3. Employee should not model inappropriate or unacceptable behavior to a consumer.
4. Employees should treat all consumer information as confidential and utilize such information in a professional manner at all times. In addition, no photographs or videos, even those taken by camera/videophones, may be disseminated outside the individual consumer's residence.
5. There should be no discriminatory activity against consumers or others for any reason, including race, religion, national origin, creed, age, sex, ethnic background, developmental disability or other handicap.
6. Employees should not distribute, sell, possess, purchase or consume illegal substances or alcohol while at the work place or while performing in a work-related capacity.
7. Employees should not come to work, or work, if their ability to perform their job is impaired due to the use of alcohol, a controlled substance, an illegal substance, or a prescribed medication.
8. Employees may not carry, posses, or bring any firearms or other weapons into the facility or consumer home.
9. Consumers should not carry out the duties of employees unless such tasks are described in the consumer's plan of services by the consumer's program planning team for the purpose of increasing the consumer's skills.
10. There should be no financial transaction between employees and consumers that is not authorized and part of the job, or which may be construed as consumer exploitation or result in greater benefit to the employee than the consumer.

I HAVE READ THE PRINCIPLES OF CONDUCT FOR EMPLOYEES OF WOMEN'S LEAGUE AND UNDERSTAND THAT A FAILURE TO COMPLY WITH THESE PRINCIPLES MAY BE CAUSE FOR IMMEDIATE DISMISSAL.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

All employees should be aware that benefits do not begin until the first three months of employment have been completed and are not retroactive.

All prospective employees must submit a completed application for employment to the main office.

Before the prospective employee does an observation, he **must**:

- submit a doctor's note verifying the administration of a PPD or Mantoux test for tuberculosis (a tine test is not sufficient) - or contact one of our nurses, who will administer the PPD for you free of charge.
- be fingerprinted according to OMRDD Criminal Background Check regulations.

All new employees must submit to the Human Resources Department before the first paycheck can be processed:

- a signed Principals of Conduct form
- a signed Hepatitis B form (requesting or declining the Hep B vaccination )
- a signed Personnel Policies form
- an I-9 form for which 2 pieces of ID must be submitted to a Women's League staff member, such as a driver license, original social security card, birth certificate, or a U.S. passport proving that you are legally permitted to work.
- a W-4 form
- If interested in direct deposit, bank information such as a voided personal check.

All direct care employees must discuss arrangements for AMAP training with their residence manager. Classes are offered on an on-going basis. In addition, all employees are expected to attend and complete WLCR in-service COMPASS training.

Employees working a minimum of 30 hours per week should contact the Benefits Department at the end of the second month of employment, to initiate enrollment in the health insurance plan, and at the end of 5 months to initiate enrollment in the long term disability plan. Towards the end of the first year of employment, the Benefits Department should be contacted to initiate enrollment in the life insurance plan.

All employees are encouraged to contact the main office and set up an appointment to meet with the Executive Director, Mrs. Jeanne Warman, within the first three months of employment.

If you need assistance, or have any questions with reference to the above, please contact the main office.

WLCR is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, national origin, creed, marital status, sexual orientation, citizenship status, disability, religion, race, color, sexual orientation, or veteran status.

Women's League Community Residences, Inc.  
1556 38<sup>th</sup> Street  
Brooklyn, NY 11218  
(718) 853-0900

### **Mission Statement**

Women's League Community Residences, Inc. is a professional organization committed to the philosophy that every person, regardless of his/her personal handicaps or developmental level, must be treated with the utmost dignity accorded to all human beings. It is our belief that every person with developmental disabilities should be afforded the opportunity to maximize his/her function, social, and intellectual potential through appropriate individualized programming, by living in as normal a home environment as possible, and by living in an atmosphere of acceptance, warmth, understanding, and security which upholds the rights of each individual and provides developmental opportunities on both individual and groups bases.

Women's League encourages and affirms the rights of persons with developmental disabilities and their families to secure the highest level of quality treatment, rehabilitation, and habilitation services. It is our belief that personal consumer growth flows first from an improved sense of self worth, and that our programming must be formulated toward this goal of self actualization. All of our service environments will continually encourage consumer choice and expression.

Women's League's programs and services are available to all, regardless of race, color, or creed. All services are provided with the approval and oversight of the State of New York and in compliance with the State's comprehensive program of consumer empowerment addressed in the document "The Five Governing Principles." All policies and procedures are available for staff, parents, consumers and consumer representatives to read within the agency. In addition, the philosophy, goals, and objectives of our programs are available for distribution to the above parties.