

APPLICATION FOR EMPLOYMENT

APPLICANT AND POSITION INFORMATION

BrightFuture Haven is an equal opportunity employer. Please complete every applicable section. Enter N/A when a question does not apply. Applicants who need a reasonable accommodation for the application or interview process may contact BrightFuture Haven.

1. APPLICANT INFORMATION

Full Legal Name (First, Middle, Last)

Preferred Name

Street Address

City

State

ZIP Code

Primary Phone

Alternate Phone (Optional)

Email Address

2. POSITION INFORMATION

Position Applied For

Date Available to Begin

Work Location (If Applicable)

Employment Type Requested (Check all that apply)

☐

Full-Time

☐

Part-Time

☐

PRN

☐

Temporary

How Did You Learn About This Position?

Name of Employee/Other Referral (If Applicable)

Have you previously applied to or worked for BrightFuture Haven?

☐

Yes

☐

No

If yes, please explain:

3. BASIC ELIGIBILITY

Are you at least 18 years of age?

☐

Yes

☐

No

Are you legally authorized to work in the United States?

☐

Yes

☐

No

Will you now or in the future require employment sponsorship?

☐

Yes

☐

No

Are you able to read, write, understand and follow written and verbal directions?

☐

Yes

☐

No

After reviewing the job description, can you perform the essential functions of the position, with or without reasonable accommodation?

☐

Yes

☐

No

Do not disclose a medical condition or disability on this form. If you need an accommodation for the hiring process, contact BrightFuture Haven separately.

APPLICATION FOR EMPLOYMENT

AVAILABILITY AND EDUCATION

4. WORK AVAILABILITY

Shifts Available (Check all that apply)

- ☐ First/Day
 ☐ Second/Evening
 ☐ Third/Overnight
 ☐ Weekends
☐ Holidays
 ☐ On-Call
 ☐ PRN

Are you able to work the regular schedule stated in the job posting?

☐ Yes
 ☐ No

Are you willing to remain beyond your scheduled shift when necessary to maintain resident safety and appropriate staffing?

☐ Yes
 ☐ No

Regular Weekly Availability

Day	Available?	Start Time	End Time	Notes
Monday	☐			
Tuesday	☐			
Wednesday	☐			
Thursday	☐			
Friday	☐			
Saturday	☐			
Sunday	☐			

List any recurring times or days when you are unavailable to work:

5. EDUCATION AND TRAINING

Do not include graduation dates. List the highest level completed and credentials relevant to the position.

High School/GED

School/Institution

Degree/Credential or Level Completed

Field of Study

College/University

School/Institution

Degree/Credential or Level Completed

Field of Study

Graduate/Professional

School/Institution

Degree/Credential or Level Completed

Field of Study

Other Training

School/Institution

Degree/Credential or Level Completed

Field of Study

APPLICATION FOR EMPLOYMENT

EMPLOYMENT HISTORY

6. EMPLOYMENT HISTORY

List your three most recent employers, beginning with your current or most recent position. Attach an additional page if needed.

Employer 1

Employer Name

City and State

Employer Phone

Job Title

Supervisor Name

Dates Employed (From - To)

Primary Duties

Reason for Leaving

May BrightFuture Haven contact this employer?

☐ Yes

☐ No

Employer 2

Employer Name

City and State

Employer Phone

Job Title

Supervisor Name

Dates Employed (From - To)

Primary Duties

Reason for Leaving

May BrightFuture Haven contact this employer?

☐ Yes

☐ No

Employer 3

Employer Name

City and State

Employer Phone

Job Title

Supervisor Name

Dates Employed (From - To)

Primary Duties

Reason for Leaving

May BrightFuture Haven contact this employer?

☐ Yes

☐ No

Please explain any significant gaps in employment or education during the past seven years:

APPLICATION FOR EMPLOYMENT

LICENSES, CERTIFICATIONS AND RELEVANT EXPERIENCE

7. PROFESSIONAL LICENSES AND CERTIFICATIONS

Complete this section for each license, registration or certification required or relevant to the position.

License/Certification Type	Number	Issuing State/Organization	Expiration Date
Is this credential currently active and unrestricted?		☐ Yes ☐ No	

License/Certification Type	Number	Issuing State/Organization	Expiration Date
Is this credential currently active and unrestricted?		☐ Yes ☐ No	

Have you ever had a professional license, registration or certification denied, suspended, revoked, restricted or formally disciplined?

☐ Yes
 ☐ No

If yes, please explain:

Current Training/Certification (Check all that apply)

- | | |
|--|--|
| ☐ CPR | ☐ First Aid |
| ☐ Basic Life Support | ☐ Medication Administration |
| ☐ Crisis Prevention/De-escalation | ☐ Seizure Management |
| ☐ Mental Health First Aid | ☐ Other |

Other Certification and Expiration Details

Are you willing to complete and maintain all training and certifications required for the position?

☐ Yes
 ☐ No

8. BEHAVIORAL HEALTH AND RESIDENTIAL EXPERIENCE

Check each area in which you have training or work experience:

- | | |
|---|--|
| ☐ Adults with mental-health conditions | ☐ Adults with intellectual/developmental disabilities |
| ☐ Residential or group-home services | ☐ Activities of Daily Living (ADLs) |
| ☐ Person-centered planning | ☐ Trauma-informed care |
| ☐ Behavioral support | ☐ Crisis prevention and de-escalation |
| ☐ Medication assistance/administration | ☐ Incident reporting and documentation |
| ☐ Client rights and confidentiality | ☐ Electronic health records |
| ☐ Community integration | ☐ Resident transportation |
| ☐ Emergency response | ☐ Working independently on residential shifts |

Briefly describe your experience supporting adults with mental-health conditions, intellectual/developmental disabilities or other support needs:

APPLICATION FOR EMPLOYMENT

DRIVING AND REGULATORY DISCLOSURES

9. DRIVING REQUIREMENTS

Complete this section only if driving residents, operating an agency vehicle or traveling for work is an essential function of the position.

Do you possess a current, valid driver's license?

☐

Yes

☐

No

Issuing State

License Class (Do not provide the license number)

Are you willing and able to operate an agency vehicle when required by the position?

☐

Yes

☐

No

If conditionally offered employment, are you willing to authorize a motor-vehicle-record check?

☐

Yes

☐

No

10. CRIMINAL CONVICTION DISCLOSURE

North Carolina mental-health facility rules require employment applicants to disclose criminal convictions. A conviction does not automatically disqualify an applicant. BrightFuture Haven will evaluate the nature, timing and job-relatedness of the offense and other applicable factors.

Have you ever been convicted of, pleaded guilty to or pleaded no contest to a criminal offense? Do not disclose noncriminal traffic infractions or matters that have been lawfully expunged, sealed or otherwise do not have to be disclosed under applicable law.

☐

Yes

☐

No

If yes, please explain:

If yes, include the offense, date, jurisdiction and disposition. Attach an additional page if needed.

11. REGISTRY, EXCLUSION AND SCREENING QUESTIONS

Have you ever had a substantiated finding of abuse or neglect entered on the North Carolina Health Care Personnel Registry or an equivalent registry in another state?

☐

Yes

☐

No

If yes, please explain:

Are you currently excluded, suspended, debarred or otherwise ineligible to participate in Medicare, Medicaid or another federal or state healthcare program?

☐

Yes

☐

No

If yes, please explain:

If conditionally offered employment, are you willing to complete all legally required and job-related criminal-history, fingerprint, registry, exclusion, credential, reference and driving-record checks?

☐

Yes

☐

No

Important: This application is not the authorization for a consumer background report. Any disclosure and authorization required for a third-party background report will be provided separately.

APPLICATION FOR EMPLOYMENT

PROFESSIONAL REFERENCES AND ADDITIONAL INFORMATION

12. PROFESSIONAL REFERENCES

Provide three professional references who can speak to your qualifications. Do not list relatives.

Reference 1

Name

Title and Organization

Professional Relationship

Years Known

Phone

Email

Best Time/Method to Contact

Reference 2

Name

Title and Organization

Professional Relationship

Years Known

Phone

Email

Best Time/Method to Contact

Reference 3

Name

Title and Organization

Professional Relationship

Years Known

Phone

Email

Best Time/Method to Contact

13. ADDITIONAL INFORMATION

Why are you interested in working for BrightFuture Haven?

List any additional qualifications, languages, specialized skills or information relevant to the position:

APPLICATION FOR EMPLOYMENT

APPLICANT CERTIFICATION AND SIGNATURE

14. APPLICANT CERTIFICATION AND ACKNOWLEDGMENTS

- 1 I certify that the information provided in this application and any attachments is true, complete and accurate to the best of my knowledge.
- 2 I understand that a material misrepresentation, falsification or omission may result in disqualification from consideration or, if hired, corrective action up to and including termination, consistent with applicable law.
- 3 I authorize BrightFuture Haven to verify my employment history, education, professional references, licenses, registrations, certifications and other job-related qualifications. I authorize persons and organizations contacted for these purposes to provide relevant information, subject to applicable law.
- 4 I understand that any offer of employment may be conditioned upon satisfactory completion of job-related credential, registry, exclusion, criminal-history, fingerprint, reference and motor-vehicle checks, as applicable to the position and permitted or required by law.
- 5 I understand that any legally required disclosure and authorization for a third-party consumer background report will be presented separately and that this application is not that authorization.
- 6 I understand that North Carolina law may impose penalties for willfully providing false information on an employment application that forms the basis for a required criminal-history record check.
- 7 If hired, I agree to comply with BrightFuture Haven's policies concerning resident rights, confidentiality, abuse and neglect reporting, safety, medication practices, incident reporting, training and professional conduct.
- 8 I understand that submitting this application does not create a contract or guarantee employment. If hired, employment will be at will unless a written agreement signed by an authorized representative states otherwise, meaning that either BrightFuture Haven or I may end the employment relationship at any time, with or without notice or cause, subject to applicable law.

☐ I have read and agree to the certification and acknowledgments above.

Applicant Signature (Type Full Legal Name)

Date

FOR BRIGHTFUTURE HAVEN USE ONLY

Date Application Received

Position/Requisition

Reviewer

Application Status

☐ Interview
 ☐ Hold
 ☐ Not Selected
 ☐ Conditional Offer

Internal Notes