



Aloha and thank you for your interest in joining the Balanced ABA ohana! We appreciate you taking the time to complete our employment application and are looking forward to learning more about you and your accomplishments.

Upon receiving your application, our team will review it to determine the next steps. We strive to ensure that the application process is swift and efficient, so you can expect to hear from us shortly.

Balanced ABA is an equal opportunity employer. If you have any questions or need further assistance in the meantime, please do not hesitate to contact us at 808-845-608. We are here to help!

Thank you once again for your interest in working with us. We look forward to the possibility of working together.

Warm Regards,

Shanda Gustafson MS BCBA LBA  
Balanced ABA, Founder & CEO



<b>TODAY'S DATE</b>
<b>FULL-TIME (FT) or PART-TIME (PT)</b>
<b>HOURS and DAYS AVAILABLE</b>

<b>POSITION DESIRED</b>
<b>AVAILABLE START DATE</b>

## EMPLOYMENT APPLICATION

<b>I. APPLICANT INFORMATION:</b> Please provide the following background information.							
<b>Name: Last</b>		<b>First</b>		<b>MI</b>	<b>Aliases or Other Names:</b>		
<b>Address:</b>		<b>Apt. No.</b>	<b>City:</b>	<b>State:</b>	<b>Zip</b>		
<b>Telephone:</b>		<b>Cell:</b>	<b>Email:</b>				
<b>Name of Emergency Contact:</b>			<b>Telephone/Cell:</b>				
<b>Are you eligible to work in the United States?</b> <small>If employment is offered, you will need to provide documentation.</small>				Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>Are you at least 18 years of Age?</b>				Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>Is there anything that would prevent you from performing the job duties of the position you are applying for? If yes, then what?</b>							
<b>II. WORK HISTORY:</b> Please tell us about your work history.							
Have you applied Balanced ABA Before? Yes <input type="checkbox"/> No <input type="checkbox"/>			Have you worked for Balanced ABA Before? Yes <input type="checkbox"/> No <input type="checkbox"/>				
<b>Company Info</b>	<b>Current Employer</b>	<b>Previous Employer</b>	<b>Previous Employer</b>				
<b>Company</b>							
<b>Position Title</b>							
<b>Responsibilities</b>							
<b>Company Phone Number</b>							
<b>Company Address</b>							
<b>Employment Dates (To/From)</b>							
<b>May we contact your supervisor?</b> <small>If yes, please include name and phone number.</small>							
<b>III. EDUCATION:</b> Please tell us about your educational background.							
What is your highest level of completed Education?				HS <input type="checkbox"/>	BA/BS <input type="checkbox"/>	MA/MS <input type="checkbox"/>	Doctoral <input type="checkbox"/>



	Name and Location	Major/Field of Study	Diploma/Degree Received
High School			
Undergraduate			
Graduate			
Trade, Business, or Other			

**IV. REFERENCES:** Please list three professional references.

	Name and Contact Info	Relationship	Years Known
Reference 1			
Reference 2			
Reference 3			

**V. PERSONAL STATEMENT:** Please tell us about any job skills, qualifications or reasons that you would like to work with us.

**VI. ACKNOWLEDGEMENT:**

**I understand and agree that:**

1. The information in this application is true and complete. Any false or misleading information may result in disqualification from employment or dismissal if hired.
2. This application is not a contract. Employment is at-will and can be terminated at any time, by either party, with or without notice.
3. The company may investigate my personal and employment history. Former employers, schools, and others may provide information about me. If hired, the company may share truthful information about my employment with future employers. I release all parties from liability for providing or receiving such information.
4. I may need to undergo drug testing and a medical exam as part of the application process and during employment, if job-related. I authorize the release of exam results to the company, which will keep them confidential unless required by law.
5. The company may check my criminal record after making a conditional job offer. The offer may be withdrawn if the record is relevant to the job. Records older than 10 years or certain Family Court matters will not be considered.
6. If hired, I will not disclose or use confidential information from previous employers. I will inform the company of any agreements that may limit my ability to work.
7. All the above terms and conditions will apply if I am employed by the company.
8. I understand that Balanced ABA partners with ProService Hawaii for Human Resource needs. I understand that if any workers compensation event were to arise, I am only entitled to the policy and coverage as set forth by ProService Hawaii. Any delay in reporting injuries or illness in a timely manner may impact, delay or eliminate any benefits.
9. I agree to maintain confidentiality of client, personnel and proprietary property of both Balanced ABA and ProService Hawaii, along with any extended contracts, internal correspondence, software systems, financial, legal and operational information. I acknowledge any sharing of said information is grounds for termination.

**Printed Name:**

**Signature:**

Mahalo for taking the time to complete this application. We will get back to you shortly. We wish you the best of luck in all your endeavors.