



Pascal Crisis Services, Inc.

Robert A. Pascal Youth & Family Services, Inc. • Pascal Crisis Stabilization Center
1215 Annapolis Road, Suite 204, Odenton, MD 21113
(410) 975-0067

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer- All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, nation origin, disability status, protected veteran status, or any other characteristic protected by law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____ Date _____

Address _____

E-Mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? ____Yes ____No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work) ____Yes ____No

Do you have a criminal record? ____Yes ____No

If yes, please explain: _____

Have you ever been terminated from employment or asked to resign by an employer? ____Yes ____No

If yes, please provide company names and details _____

Can you work any shift? ____Yes ____No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? ____Yes ____No

EMPLOYMENT DESIRED

Date you can start _____ Hourly/Salary desired _____

Position desired _____ Full time/Part time desired _____ Are you currently employed? _____ If so, may we inquire of your present employer? _____

Please provide the times you available to work during the week below:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

43 Community Place
Crownsville, MD 21032
(410) 571-4500

1226 Annapolis Road
Odenton, MD 21113
(410) 571-4500

1230 Annapolis Road
Odenton, MD 21113
(410) 874-1236

741 Annapolis Road
Gambrills, MD 21054
(410) 975-0067



Pascal Crisis Services, Inc.

Robert A. Pascal Youth & Family Services, Inc. • Pascal Crisis Stabilization Center
1215 Annapolis Road, Suite 204, Odenton, MD 21113
(410) 975-0067

REFERRAL SOURCE

How did you hear about us? Walk In Advertisement Referral

Other _____

Have you ever worked for this company before? ____Yes ____No

If yes, explain _____

Do you know anyone who works for our company? ____Yes ____No If yes, who?

EDUCATION

	Name and location of school	No. of years attended	Degree received	Subjects Studied/ Major
High School:				
College or University:				
Trade, Business or Correspondence School:				

Please list any trainings or certifications you hold:

1. _____

2. _____

3. _____

4. _____

43 Community Place
Crownsville, MD 21032
(410) 571-4500

1226 Annapolis Road
Odenton, MD 21113
(410) 571-4500

1230 Annapolis Road
Odenton, MD 21113
(410) 874-1236

741 Annapolis Road
Gambrills, MD 21054
(410) 975-0067



Pascal Crisis Services, Inc.

Robert A. Pascal Youth & Family Services, Inc. • Pascal Crisis Stabilization Center
1215 Annapolis Road, Suite 204, Odenton, MD 21113
(410) 975-0067

EMPLOYMENT HISTORY

Please Include your most recent employment history, including periods of unemployment. You may write on the back if needed. *Incomplete information could disqualify you from further consideration.*

Start Date:_____End Date:_____Employer Name:_____

Contact #:_____Job Title:_____

Address:_____

Immediate supervisor and title:_____

Summarize the nature of work performed and job responsibilities:

Start Date:_____End Date:_____Employer Name:_____

Contact #:_____Job Title:_____

Address:_____

Immediate supervisor and title:_____

Summarize the nature of work performed and job responsibilities:

43 Community Place
Crownsville, MD 21032
(410) 571-4500

1226 Annapolis Road
Odenton, MD 21113
(410) 571-4500

1230 Annapolis Road
Odenton, MD 21113
(410) 874-1236

741 Annapolis Road
Gambrills, MD 21054
(410) 975-0067



Pascal Crisis Services, Inc.

Robert A. Pascal Youth & Family Services, Inc. • Pascal Crisis Stabilization Center
1215 Annapolis Road, Suite 204, Odenton, MD 21113
(410) 975-0067

Emergency Contact Information

Name: _____ Phone Number: _____

Personal Contact Info:

Home Address: _____

City, State & Zip: _____

Emergency Contact Info:

Name: _____ Relationship: _____

Address: _____

City, State & Zip: _____

Telephone: _____ Work Phone: _____

Name: _____ Relationship: _____

Address: _____

City, State & Zip: _____

Telephone: _____ Work Phone: _____

Medical Contact Info:

Doctor Name: _____ Phone Number: _____

Dentist Name: _____ Phone Number: _____

Employee Signature: _____ Date: _____

43 Community Place
Crownsville, MD 21032
(410) 571-4500

1226 Annapolis Road
Odenton, MD 21113
(410) 571-4500

1230 Annapolis Road
Odenton, MD 21113
(410) 874-1236

741 Annapolis Road
Gambrills, MD 21054
(410) 975-0067



Pascal Crisis Services, Inc.

Robert A. Pascal Youth & Family Services, Inc. • Pascal Crisis Stabilization Center
1215 Annapolis Road, Suite 204, Odenton, MD 21113
(410) 975-0067

PROFESSIONAL REFERENCE **FORM**

PLEASE FILL OUT AND LIST TWO (2) PROFESSIONAL
REFERENCES

EMPLOYEE NAME: _____

❖ **FIRST PROFESSIONAL REFERENCE:**

- NAME _____
- CONTACT INFORMATION _____
- YEARS KNOWN _____

❖ **SECOND PROFESSIONAL REFERENCE:**

- NAME _____
- CONTACT INFORMATION _____
- YEARS KNOWN _____



Pascal Crisis Services, Inc.

Robert A. Pascal Youth & Family Services, Inc. • Pascal Crisis Stabilization Center
1215 Annapolis Road, Suite 204, Odenton, MD 21113
(410) 975-0067

Staff Substance Abuse Contract

Robert A. Pascal Youth & Family Services, Inc. Recognizes that no workplace is immune from the potential of being affected by substance abuse. As an organization dedicated to eradicating substance abuse, substance abuse by RPYFS employees would seriously undermine its effectiveness. Additionally, RPYFS adopts this Zero Tolerance Drug Free Workplace Policy and intends that its efforts to establish and maintain a drug free workplace shall:

- ❖ Be of such high standard that they serve as a model to other employees
- ❖ Protect the safety, health, and over-all wellbeing of all its employees
- ❖ Insure its effectiveness
- ❖ Comply with provisions of certain contracts or grants
- ❖ Deter illicit drug and alcohol abuse off the job
- ❖ Identify employees who have substance abuse problems and assist them in obtaining help on a strictly confidential basis

RAPYF'S commitment to a Zero Tolerance Policy is supported by the belief that no employee at any time is under the influence of any illegal drug or alcoholic product during work hours. The Zero Tolerance Policy applies to all employees, full time or part time. It applies to those employees hired for a specific period of time, employment agencies, and independent contractors through which RPYF'S employs.

This policy applies to the use of illegal drugs, abusing, illegally obtaining or illegally using prescription drugs; abusing over the counter medicines, abusing alcohol and use of all drugs; including alcohol shall be referred to in this policy as "substance abuse."

Prohibited Conduct and Consequences for Violations

Illegal Drugs

The sale, manufacturing, distribution or dispensing of illegal drugs by any employee at any time (whether on or off duty) is against RPYF'S policy. A determination that this subsection has been violated is cause for immediate termination.

The use, possession, purchases or obtaining illegal drugs by any employee at any time (whether on or off duty) is against RPYF'S policy. A determination that this subsection has been violated is cause for immediate termination.

43 Community Place
Crownsville, MD 21032
(410) 571-4500

1226 Annapolis Road
Odenton, MD 21113
(410) 571-4500

1230 Annapolis Road
Odenton, MD 21113
(410) 874-1236

741 Annapolis Road
Gambrills, MD 21054
(410) 975-0067



Pascal Crisis Services, Inc.

Robert A. Pascal Youth & Family Services, Inc. • Pascal Crisis Stabilization Center
1215 Annapolis Road, Suite 204, Odenton, MD 21113
(410) 975-0067

The illegal sale, manufacturing, distribution or dispensing of prescription drugs by any employee at any time (whether on or off duty) is against RAPFY'S policy. Upon determination that this policy has been violated is cause for immediate termination.

- a. Whether an employee is legally prescribed drugs, it is her/his responsibility to ask the prescriber whether the drug, if taken as prescribed, is likely to affect the employee's work performance in such a way that it would jeopardize safety, or substantially reduce the employee's effectiveness.
- b. Any employee who must use a legally prescribed drug or a legal, non-prescription medication that causes or might cause adverse side effects (drowsiness, impaired reflexes, or any other mood-altering side effects) during the work day must, before reporting to work, notify her/his immediate supervisor. All such medications should be secured in such a way as to ensure that no RAPFY'S client has access.
- c. Employees are required to inform their supervisor of the type of medication and expected duration of use. If the drug use could cause harmful side-effects to the clients of RAPFY'S or use of medication could affect the performance of the employee; the supervisor may grant the employee sick leave depending on length of use.

Over the Counter Drugs

The misuse of over the counter drugs is against RAPFY'S policy. Misuse is use that is contrary to the products labeling and is taken to alter the employee's mood. Violation of this policy for an employee to be at work or to be in a situation in which she/he is representing RAPFYS in any way while she/he is under the influence of any over the counter drug that has been misused. A determination that this policy has been violated is cause for immediate termination.

Alcohol

The illegal sale, manufacture, distribution or dispensing of alcohol by any employee at any time (whether on or off duty) is against RAPFYS policy. A determination that this policy has been violated is grounds for immediate termination.

Driving under the influence of alcohol-or-other mood-altering drugs by any employee at any time (whether on or off duty) is against RAPFYS



Pascal Crisis Services, Inc.

Robert A. Pascal Youth & Family Services, Inc. • Pascal Crisis Stabilization Center
1215 Annapolis Road, Suite 204, Odenton, MD 21113
(410) 975-0067

policy. A determination that this policy has been violated is cause for immediate termination.

Definition of Substance Abuse

Substance abuse is defined as recurrent substance use resulting in a failure to fulfill major role obligations at work (i.e., repeated absences or poor work performance related to substance use); recurrent substance use in situations in which it is physically hazardous (i.e., driving a motor vehicle or operating a machine when impaired by substance abuse); recurrent substance abuse despite having persistent or recurrent work performance, social, or interpersonal problems caused by or exacerbated by the effects of the substance.

A conviction during employment with RAPFYS for any of the activities prohibited in this policy or the representation of credible evidence to the Executive Director and/ or Clinical Director regarding any of the activities prohibited in this policy shall be considered reasonable grounds for believing that the policy has been violated. An employee shall be given an opportunity to present relevant information to the Executive Director and/ or Clinical Director. After the employee has presented such information or evidence the executive Director and/ or Clinical Director shall determine whether this policy has been violated.

Employee Signature/Date

Employee Printed Name

Supervisor Signature/Date

Supervisor Printed Name

43 Community Place
Crownsville, MD 21032
(410) 571-4500

1226 Annapolis Road
Odenton, MD 21113
(410) 571-4500

1230 Annapolis Road
Odenton, MD 21113
(410) 874-1236

741 Annapolis Road
Gambrills, MD 21054
(410) 975-0067



Pascal Crisis Services, Inc.

Robert A. Pascal Youth & Family Services, Inc. • Pascal Crisis Stabilization Center
1215 Annapolis Road, Suite 204, Odenton, MD 21113
(410) 975-0067

Confidentiality Agreement – Robert A. Pascal Youth & Family Services

1. **The Parties.** This is an agreement between Robert A. Pascal Youth & Family Services and _____, “The Individual” concerning the confidentiality of information relating to the company and its clients. References in this agreement to “The Company” mean Robert A. Pascal Youth & Family Services and all subsidiaries, affiliated companies, associated companies and holding companies together with all and any successors in title and assignees of any of the above.

2. **Proposed Association of The Parties.** The Company wishes to employ or contract with, or to enter into discussions in anticipation of contracting with the individual. The compensation for his/her employment or contract will be not only for his/her services but also for the confidential manner in which his/her services will be performed.

3. **Recognition of A Compelling Need for Confidentiality.** The individual realizes that the company has a compelling need to maintain confidentiality, and further recognizes that its discussions with the Company for such employment or contract, will place The Individual in a position of special trust and confidence with access to confidential information concerning the Company and its operations.

4. **Consideration.** For the reasons explained above, The Individual, as a precondition to contract with the Company, and in partial consideration, agrees and covenants with the Company as follows.

5. **Agreement to Maintain Confidentiality.** The individual agrees that neither he/she nor anyone operating on his/her behalf will disclose or use, in any manner, any confidential or proprietary information or material concerning the Company, its clients, or its operations, unless:

1. Required to do so in order to conduct the business of the Company in its ordinary course, and the disclosure or use is only within the Company, or
2. Expressly authorized to do so by the Company in writing, or
3. Expressly ordered to do so by a court of law.

6. **Agreement to Return Confidential Materials.** The Individual further agrees, upon the ending of its contract with the Company, to deliver promptly to the Company all documentary and other materials relating to the Company, and all copies and electronic or photographic records thereof, within his/her custody or control or within the custody or control of anyone operating on his/her behalf that he/she or anyone operating on his/her behalf produced or obtained in the course of his/her employment or contract, or in the course of discussions with the Company in anticipation of his/her employment or contract.

7. **Agreement to Notify About A Request.** The individual further agrees that if any person or entity requests, subpoenas, or otherwise attempts to obtain confidential or proprietary information or material relating to the Company within his/her custody or control, or within the custody or control of anyone operating on his/her behalf, he/she

43 Community Place
Crownsville, MD 21032
(410) 571-4500

1226 Annapolis Road
Odenton, MD 21113
(410) 571-4500

1230 Annapolis Road
Odenton, MD 21113
(410) 874-1236

741 Annapolis Road
Gambrills, MD 21054
(410) 975-0067



Pascal Crisis Services, Inc.

Robert A. Pascal Youth & Family Services, Inc. • Pascal Crisis Stabilization Center
1215 Annapolis Road, Suite 204, Odenton, MD 21113
(410) 975-0067

will notify the Company immediately and will cooperate fully in any legal action by the Company seeking protection against disclosure, on the understanding that the Company will bear the reasonable cost of attorney's fees and expenses incurred by him in connection with the action.

8. Agreement to Assign Interest. The individual further agrees to assign to the Company, and does hereby assign to the Company, all right, title, and interest in any royalty or remuneration, or anything else of value, that he/she or anyone operating on his/her behalf may acquire as a result of any disclosure or use of information or material in breach of this Agreement. This assignment does not limit any other remedy to which the company may be entitled.

9. Explanation of Terms. As used in this agreement:

The term "confidential or proprietary information or material" means all information or material that is not in the public domain and that is disclosed or otherwise made available by the Company to The Individual; or that comes to the attention of The Individual in the course of its contract with the Company, or in the course of discussions with the Company for such contract; or in the course of such discussions; and specifically includes, but is not limited to, information or material concerning:

1. The nature of discussions or other communications between he/she and the Company with regard to an employment or contract arrangement; and
2. The Company's organization; finances, financial structure, and financial condition; assets and liabilities; directors, officers, and employees; and stockholders, investors, financial backers, creditors, supporters, advisors, consultants, associates, contractors, agents, and representatives; and
3. The Company's operations, interests, and plans (including, among other matters, information material concerning business practices and procedures, competitive position; trade secrets, product concepts, designs, blueprints, plots, and drawings; research and test results; practical and theoretical knowledge and techniques; production capacity and equipment; product developmental plans; technical, manufacturing, marketing, distribution, and pricing approaches; materials sources and costs; land acquisition and development plans and costs, building acquisition and renovation plans and costs, and resale or other disposition plans and prices; financing plans, arrangements, and activities; and customers and clients); and
4. The Company's ability to provide protection, or its efforts to provide protection, against unlawful activities directed against the Company's assets or against its directors, officers, or employees.

The term "anyone operating on his/her behalf" means any person or entity subject to his/her supervision (including any associate, employee, contractor, agent, or representative of The Individual) who is not an employee of the Company and to whom The Individual provides access to confidential or proprietary information relating to the Company.

43 Community Place
Crownsville, MD 21032
(410) 571-4500

1226 Annapolis Road
Odenton, MD 21113
(410) 571-4500

1230 Annapolis Road
Odenton, MD 21113
(410) 874-1236

741 Annapolis Road
Gambrills, MD 21054
(410) 975-0067



Pascal Crisis Services, Inc.

Robert A. Pascal Youth & Family Services, Inc. • Pascal Crisis Stabilization Center
1215 Annapolis Road, Suite 204, Odenton, MD 21113
(410) 975-0067

10. **Effect of Breach.** The individual realizes that a breach of this Agreement would cause substantial harm to the operations, business and goodwill of the Company.

11. **Remedies.** The individual acknowledges that he/she has been informed that if he/she breaches this Agreement, the Company, in addition to terminating The Individual's employment or contract and taking other actions available to it, may obtain preliminary and permanent court injunctions to stop the breach, and may also sue to recover from The Individual an amount equal to the damages caused by the breach, and the revenues he/she or anyone operating on his/her behalf derived from the breach, together with all costs and expenses, including attorney fees, incurred by the Company in taking such actions. If the Company formally initiates the legal action but its unsuccessful in obtaining legal relief for an alleged breach of this Agreement by The Individual, then The Individual shall be entitled to recover costs and expenses incurred in the defense of such action, including his/her reasonable attorney's fees.

12. **Effect of Waiver.** The parties agree that the waiver by either party of a breach of this Agreement does not constitute a waiver of any prior or subsequent breach.

13. **Entire Agreement.** This agreement relating to confidentiality contains the entire agreement between the parties concerning the subject matter hereof and supersedes all previous agreements, understandings, whether oral or in writing, between the Company and The Individual with respect hereto.

14. **Seal.** The parties acknowledge that this document has been duly executed by all parties under seal.

I have read this document, and I understand and agree to abide by its provisions.

Employee Signature/Date

Employee Printed Name

Supervisor Signature/Date

Supervisor Printed Name

43 Community Place
Crownsville, MD 21032
(410) 571-4500

1226 Annapolis Road
Odenton, MD 21113
(410) 571-4500

1230 Annapolis Road
Odenton, MD 21113
(410) 874-1236

741 Annapolis Road
Gambrills, MD 21054
(410) 975-0067