



APPLICATION FOR EMPLOYMENT
Tender Heart Supportive Services
428 South 10th Street, Newark NJ 07103
973-517-9271

ENTIRE APPLICATION MUST BE COMPLETED. INFORMATION PROVIDED ON THIS APPLICATION MUST BE TRUE AND COMPLETE. ANY FALSE STATEMENT OR FALSIFICATION OF INFORMATION MAY BE CAUSE FOR IMMEDIATE TERMINATION. (SEE STATEMENT ON FINAL PAGE.)

Date: _____

Name: _____ Last 4 digits of SSN: XXX-XX-_____

Address: _____ Phone: _____

_____ E-Mail: _____

Are you over the age of eighteen? _____ Position(s) applying for: _____

Are you legally eligible for employment in the U.S.A.? Yes _____ No _____ If yes, verification will be required.

Do you have a valid driver's license? _____ If yes, list the number: _____ State _____

(Please note that MVRs are checked prior to hire.)

Were you previously employed by Our House, Inc.? _____ If yes, list dates: _____

How were you referred to our agency? _____

If referred by an Tender Heart Supportive Services employee, list name of

employee: _____

If you are considered for employment, on what date will you be available for work? _____

Have you ever been adjudged civilly or criminally liable for abuse of a person with a developmental disability? _____

Have you ever been adjudged civilly or criminally liable for abuse of any person? _____

[Conviction of a crime will not be an absolute bar to employment.]

Are there any other experiences, skills or qualifications which will be of special benefit in the job for which you are applying? (Applicant should not list any information that Federal and/or State law precludes in the the pre-employment stage.)

A written job description will be provided if you are interviewed. After reading the job description(s), are you able to perform each of the essential job functions of the position(s) for which you have applied? _____ (Answer only after reading the written Tender Heart Supportive Services job description.) If no, list the function(s) that you are unable to perform.

Did you serve in an Americorps, Peace Corps or another national service program? Yes _____ NO _____.

Please name the AmeriCorps program or Peace Corps country where you served _____

Is there any information we would need about your name or use of another name for us to be able to check your work record?

Yes _____ No _____ If yes, please list name: _____

EMPLOYMENT RECORD

INSTRUCTONS:

Entire employment record must be listed. Dates of employment must be accurate. Use additional sheet if necessary.

<u>Company Name & Address</u>	<u>Date Started/Left</u>	<u>Rate of Pay</u>	<u>Reason for Leaving</u>	<u>Name of Supervisor</u>
Job Title & Responsibilities:				
Phone #:				
Fax #:				

<u>Company Name & Address</u>	<u>Date Started/Left</u>	<u>Rate of Pay</u>	<u>Reason for Leaving</u>	<u>Name of Supervisor</u>
Job Title & Responsibilities:				
Phone #:				
Fax #:				

<u>Company Name & Address</u>	<u>Date Started/Left</u>	<u>Rate of Pay</u>	<u>Reason for Leaving</u>	<u>Name of Supervisor</u>
Job Title & Responsibilities:				
Phone #:				
Fax #:				

EDUCATION

<u>Name & Address of School</u>	<u>Course of Study</u>	<u>Years Completed</u>	<u>Degree/Diploma</u>
High School:			
College:			
Other (Specify):			

REFERENCES

LIST THREE SUPERVISORS FROM CURRENT AND PAST JOBS.

If applicable, you may also list supervisors from educational or volunteer experiences. (Do not list relatives.)

Name	Job Title	Years Known
Company name and street address		Phone #
City, State, and Zip code		Fax #
Name	Job Title	Years Known
Company name and street address		Phone #
City, State, and Zip code		Fax #
Name	Job Title	Years Known
Company name and street address		Phone #
City, State, and Zip code		Fax #

IMPORTANT

Before reading and signing below, please review your Application for Employment to make sure that it is thoroughly completed. All questions on the application must be answered. All work history must be listed. All employment dates must be accurate. All supervisory reference information must be listed. Thank you!

Please read carefully. Sign and date below.

I certify that the information that I have provided to Tender Heart Supportive Services on this application is true and complete. I understand that, if employed, any false statement on this application may result in termination and that falsification of any information provided to Tender Heart Supportive Services may be cause for termination.

I authorize Tender Heart Supportive Services to verify my educational background, work history and my qualifications for the job for which I am applying. This includes character references from persons I identify as references, from former employers and any other persons who may have information relevant to these areas, including police departments, neighbors, schools, and the like. I also authorize Tender Heart Supportive Services to obtain a copy of my motor vehicle record if driving is a requirement of the job. I authorize all persons who are contacted by Tender Heart Supportive Services as references to truthfully answer questions related to my qualifications, and I release all persons who truthfully respond to these questions asked by Tender Heart Supportive Services of any claim I could bring as a result of truthful responses to Tender Heart Supportive Services questions.

I understand that if after a job offer is made, I must consent to and complete a drug and alcohol screening test prior to employment. I must pass the drug and alcohol screening test in order to be employed by Tender Heart Supportive Services

If hired, I understand that I am required to authorize the State of New Jersey - Department of Human Services to conduct a criminal background check. I understand that I will need to agree to be fingerprinted in order to complete the Federal and State background check. I also understand that I will need to certify whether or not I have been convicted of any of the offenses listed in the New Jersey State law P.L. 1999, c.358. If the background check reveals any conviction(s) for the offenses listed in this law, I understand that I may be subject to termination of employment.

Offenses covered under New Jersey State law P.L.1999, C. 358: In New Jersey, any crime or disorderly person offense:

- Involving danger to the person as set forth in:
 - N.J.S. 2C:11-1 et seq. 2C:11-3 Murder
 - 2C:11-4 Manslaughter
 - 2C:11-5 Death by auto
 - N.J.S. 2C:12 - 1et seq. 2C:12-1a Simple assault
 - 2C:12-1b Aggravated assault
 - 2C:12-2 Recklessly endangering another person
 - 2C:12-3 Terroristic threats
 - N.J.S. 2C:13-1 et seq. 2C:13-1 Kidnapping
 - 2C:13-4 Interference with custody of children
 - N.J.S. 2C: 14-1 et seq. 2C:14-2 Sexual assault
 - 2C:14-3 Criminal sexual contact
 - 2C:14-4 Lewdness
 - N.J.S. 2C: 15-1 et seq. 2C:15-1 Robbery
- against the family, children or incompetents as set forth in 2C: 24-1 et seq.
 - 2C:24-4 Endangering the welfare of a child
 - 2C:24-7 Endangering the welfare of an incompetent person
- a crime or offense involving the manufacture, transportation, sale, possession or habitual use of a controlled dangerous substance as defined in N.J.S. 2C:24-1 et seq.
- in any other state or jurisdiction, of conduct which, if committed in New Jersey, would constitute any of the crimes or disorderly persons offenses described above.

[CONVICTION OF ANY CRIME MUST BE LISTED ON PAGE 1 OF THIS EMPLOYMENT APPLICATION.]

I understand that this application is not, and is not intended to be, a contract of employment; nor does this application obligate Tender Heart Supportive Services in any way if the agency decides to employ me. I further understand that if I am hired, the terms and conditions of my employment are set forth in the Tender Heart Supportive Services Employee Handbook which is revised periodically.

Signature of Applicant

Date



Dear Applicant,

- 1) On the next page (the Reference Request for Employment), please complete ONLY the following (the Recruiter will complete the rest):
 - (a) Read the Applicant Release (found at the bottom of the page)
 - (b) Sign and Date the form
- 2) Return this piece of paper with the completed application.
- 3) Your application will not be considered if the above instructions are not followed.

Thank you,
The Recruiter



Return: Tender Heart Supportive Services 428 South 10th Street, Newark NJ 07103.

Phone Number: 973-517-9271

REFERENCE REQUEST for EMPLOYMENT

ISSUED TO: _____

Applicant: _____ Date: _____

Position applied for: _____

Tender Heart Supportive Services is a non-profit agency serving people with developmental disabilities in residential and work settings. This applicant has named you as a reference. Your immediate response to this request is greatly appreciated. Please fax your response to the number listed above. If unable to fax, please call Human Resources or return by mail. This information will be kept confidential. Thank you!

Dates of employment: From _____ to _____. Positions held: _____

Job Duties: _____

Reason for leaving: Resignation _____ Laid off _____ Termination _____ Other _____

Eligible for rehire? Yes _____ No _____

Would you recommend this applicant for work in human services? Yes _____ No _____

Please rate below:

QUALITY of WORK	<i>Excellent</i> _____	<i>Very good</i> _____	<i>Good</i> _____	<i>Fair</i> _____	<i>Poor</i> _____
INITIATIVE	<i>Excellent</i> _____	<i>Very good</i> _____	<i>Good</i> _____	<i>Fair</i> _____	<i>Poor</i> _____
JUDGMENT	<i>Excellent</i> _____	<i>Very good</i> _____	<i>Good</i> _____	<i>Fair</i> _____	<i>Poor</i> _____
PRODUCTIVITY	<i>Excellent</i> _____	<i>Very good</i> _____	<i>Good</i> _____	<i>Fair</i> _____	<i>Poor</i> _____
WORK ATTENDANCE and PUNCTUALITY	<i>Excellent</i> _____	<i>Very good</i> _____	<i>Good</i> _____	<i>Fair</i> _____	<i>Poor</i> _____
ABILITY to SUPERVISE	<i>Excellent</i> _____	<i>Very good</i> _____	<i>Good</i> _____	<i>Fair</i> _____	<i>Poor</i> _____

Major Strengths and Weaknesses: _____

Additional comments: _____

Completed by: _____ Title: _____

Company name and address (if different from above): _____

Applicant Release: I have applied for employment at Tender Heart Supportive Services I authorize Tender Heart Supportive Services to obtain and verify information regarding my employment history, educational background, criminal background check, character reference and driver history. I authorize all persons contacted by Tender Heart Supportive Services for such references to answer questions relating to my employment history, qualifications, driver history, character reference, reasons for terminating employment and other relevant questions. I release you to answer these questions truthfully and I intend to release any claim I could have against you for breach of privacy rights or defamation. I am aware that Tender Heart Supportive Services serves people with developmental disabilities and I acknowledge the obligation of Tender Heart Supportive Services to conduct a thorough, candid check of my background because of the vulnerable nature of the people they serve.

Signature of Applicant: _____

Date: _____



**Tender Heart
Supportive
Services**

428 South 10th Street
Newark, NJ 07103
Phone: (973) 517-9271

**Tender Heart Supportive Services FAMILY and OTHER SIGNIFICANT RELATIONSHIP
DISCLOSURE**

To avoid conflicts of interest, family members or employees in significant relationships with one another are not permitted to work in the same residential location or department. Employees are required to disclose family and other significant relationships at Tender Heart Supportive Services

PLEASE READ CAREFULLY:

A Family or Other Significant Relationship is defined as one of the following:

- Relationships by blood – parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin;
- Relationship by marriage or civil union – step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew niece, spouse/partner of any of the above;
- Not permitted to work in the same residential location, program site, or department;
- Cohabiting couples;
- Significant others; or
- Any other relationship which may cause a conflict of interest.

PLEASE CHECK ONE of the FOLLOWING:

I have no relationships at Tender Heart Supportive Services, as defined above, to disclose.

I am disclosing that I have a relationship(s), as defined above, with the following Tender Heart Supportive Services employee(s):

(Please use the back of this form, if needed.)

The information provided above is true. I understand that I am required to disclose any present and/or future relationships. I further understand that failure to disclose any relationships may lead to disciplinary action.

Employee Signature

Date

Employee Name Printed



CANDIDATE AVAILABILITY FORM

NAME: _____

DATE: _____

- INTERESTED IN: PART-TIME FULL-TIME
- COUNSELOR SENIOR COUNSELOR OVERNIGHT COUNSELOR MANAGER SUB
- ASSISTANT MANAGER LIFE COACH 1:1 AIDE FLOATER OTHER _____

	<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>
<i>11PM (PREV NIGHT) TO 7AM</i>							
<i>10PM (PREV NIGHT) TO 7AM</i>							
<i>7AM TO 3PM</i>							
<i>7AM TO 9AM (PART OF O/N SHIFT)</i>							
<i>8AM TO 3PM</i>							
<i>8AM TO 4PM</i>							
<i>9AM TO 5PM</i>							
<i>1PM TO 9PM</i>							
<i>2PM TO 10PM</i>							
<i>3PM TO 11PM</i>							
<i>4PM TO 9PM</i>							
<i>5PM TO 11PM</i>							

*****NOTE: THESE ARE TYPICAL SHIFTS. IF YOU ARE SELECTED FOR EMPLOYMENT, THE TIMES OF YOUR SHIFT MAY CHANGE AND/OR VARY.*****

Please check off the cities that you are interested in: (check all that applies)

- Basking Ridge, NJ Bound Brook, NJ Summit, NJ Millington, NJ New Providence, NJ Union, NJ Maplewood, NJ Westfield, NJ
- West Orange, NJ Berkeley Heights, NJ Bridgewater, NJ Newark, NJ

Most position starting pay rate is at \$11.00 per hour, is this pay rate within your range? Yes No

Are you able to attend 10 to 12 days of mandatory training if a position was offered to you? Yes No

SIGNATURE: _____

DATE: _____