

PROMISING FUTURES INC.
EMPLOYMENT APPLICATION
An Equal Employment Opportunity Employer

Applying to Day Program Residential Program

Name: _____

Social Security # _____

Address _____

City _____ Zip _____

Telephone _____

Message Telephone _____

Email address _____

Where did you hear about this position? (Newspaper, friend, website, etc.) Please be specific: _____

Position Applying For: _____

Expected Salary Range _____

Seeking: Part Time Full time

Overnight Employment

Driver's License Number _____

State _____

Any moving violations? _____ Explain: _____

Are you trained in: CPR Yes Expires: _____ No

 First Aid Training Yes Expires: _____ No

 Crisis Intervention Prevention (CIP) Yes Expires: _____ No

If you answered no to any of the above, are you willing to be trained as a condition of employment? Yes No

EDUCATION

High School _____ Graduated? Yes No

College _____ Graduated? Yes No

Degree Earned/Area of Study _____

Additional Degree(s)/Education/Training _____

EMPLOYMENT HISTORY

Company _____

Employed from mm/yyyy _____ / _____ to mm/yyyy _____ / _____ Part Time Full Time

Address _____ Phone _____

Job Title _____ Supervisor _____

Job Duties _____

Reason for Leaving _____

Company _____

Employed from mm/yyyy ____ / ____ to mm/yyyy ____ / ____ Part Time [] Full Time []

Address _____ Phone _____

Job Title _____ Supervisor _____

Job Duties _____

Reason for Leaving _____

Company _____

Employed from mm/yyyy ____ / ____ to mm/yyyy ____ / ____ Part Time [] Full Time []

Address _____ Phone _____

Job Title _____ Supervisor _____

Job Duties _____

Reason for Leaving _____

PROFESSIONAL AND PREVIOUS EMPLOYER (Supervisors)

REFERENCES (known at least one year, no family relations, friends or coworkers)

Name: _____ Phone _____

Company _____ How long known: _____

Name: _____ Phone _____

Company _____ How long known: _____

Name: _____ Phone _____

Company _____ How long known: _____

May we contact your references and/or past employers regarding your employment history? [] Yes [] No

Special interest, i.e., hobbies, talents, etc. useful to the agency _____

Do you know American Sign Language? [] Yes [] No [] Some

What makes you a good candidate for this position? _____

I am able to perform the duties of the position(s) I am applying for, with or without reasonable accommodation.
[] Without Accommodation(s) [] With Accommodation(s)

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above to Promising Futures, Inc., an EEO employer. Employment is contingent on passing all pre-employment screenings. (Drug Test/Physical/Fingerprints)

Signature _____ Date _____

**Promising Futures Inc.
Pre-Employment Assessment**

You are now going to participate in the next step of P.F.I.'s employment process. This Pre-Employment Assessment will help us to understand your beliefs about work and feelings about working with others. If you need special assistance, please let the interviewer know now so arrangements can be made to accommodate you.

Section 1: (circle the correct/appropriate answer).

- | | |
|---|---|
| <p>1) When could you begin work at our company?</p> <ul style="list-style-type: none">a. Todayb. Tomorrowc. Next weekd. Two weekse. One monthf. Don't know | <p>4) How many days of <u>unauthorized</u> absence from work have you had in the last 12 months?</p> <ul style="list-style-type: none">a. Noneb. 1-3 daysc. 4-6 daysd. 7-10 dayse. Over 10 daysf. This will be my first job |
| <p>2) Are you willing to assist with the daily grooming of our clients? (i.e. showers, toileting, vomit, diarrhea)</p> <ul style="list-style-type: none">a. Yesb. Noc. Maybe | <p>5) Is it OK to tell a lie as long as not one gets hurt.</p> <ul style="list-style-type: none">a. Trueb. False |
| <p>3) If I asked your last supervisor about your performance, what would they tell me?</p> <ul style="list-style-type: none">a. Poorb. Fairc. Goodd. Excellente. No relationshipf. This will be my first job | <p>6) Have you ever worked with developmentally disabled, elderly or young children?</p> <ul style="list-style-type: none">a. Yesb. No |

- 7) Would your previous employers re-hire you, if you applied and a position was open?
- Yes
 - No
 - I don't know
 - This will be my first job
- 8) On some occasions we may ask you to work overtime for several hours on a moment's notice. Is this okay?
- Yes
 - Maybe
 - No
- 9) How would you feel if your supervisor was younger than you?
- Ok, No Problems
 - Would not want to work for them
 - Might be a problem
- 10) Are you on parole or court-mandated probation?
- Yes
 - Can't remember
 - No
- 11) How will your supervisor rate your performance on your present/past job?
- Poor
 - Fair
 - Good
 - Excellent
 - Don't know
 - This will be my first job
- 12) It would bother me to work with someone I knew was stealing from the company.
- Yes
 - No
- 13) Did you give your previous employer 2 weeks' notice?
- Yes
 - No
 - I was terminated
 - This is my first job
- 14) What would you do if you witnessed or suspected that a co-worker or supervisor was violating company policy?
- Report it to administration
 - Confront the person
 - Ignore it
- 15) What would you do if you observed an employee using illegal drugs on the job?
- Just ignore it
 - Report it to a supervisor
 - Confront the employee
 - Call the police
- 16) Have you ever supervised the work of others?
- Yes
 - No
- 17) I have asked a friend to punch my timecard when I knew I was going to be late for work.
- Yes
 - No
- 18) What are the chances that you will move out of the area in the next year?
- Very high
 - Maybe
 - Very low

- 19) How have you handled the situation when you had problems with your supervisor where you worked?
- a. Kept it to myself and kept working
 - b. Started looking for another job and kept working
 - c. Just ignored the situation and kept working
 - d. Confronted the supervisor and worked it out
 - e. Went to the supervisor's, supervisor and told him/her about the problem
 - f. Never had a problem with a supervisor

20) If you come to work early, you can leave work early.

- a. True
- b. False

21) It's okay to tell a lie as long as no one gets hurt.

- a. True
- b. False

22) Stealing candy bars isn't as bad as taking money from a store's cash register.

- a. True
- b. False

23) Which area do you need to improve as an employee?

- a. Controlling my temper
- b. Attendance
- c. Tardiness
- d. Work quality
- e. Relationships with co-workers/supervisors.
- f. Other: Specify:

24) It's not stealing, to borrow tools from work if you plan to bring them back.

- a. True
- b. False

25) If you intend to make up the time, your supervisor shouldn't be upset when you're late for work.

- a. True
- b. False

Writing Assessment: Please answer all questions in complete sentences.

1. What makes you unique from other applicants?

2. How does Promising Futures' mission correlate to your long-term career goals?

3. What is your greatest failure and what did you learn from it?

4. Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.

5. List 4 words that describe your character.

6. Tell me the difference between good and exceptional.

7. What kind of personality do you work best with and why?

Section – Reading & Comprehension

Read the paragraph below and answer the questions.

Staci has a goal to increase her independence by setting the table for lunch three times per week with no more than two prompts. Staff should provide verbal reminders as needed and record each attempt on the Daily Data Sheet. If Staci refuses or becomes upset, staff should document this and try again later.

1. What is Staci's goal? _____
2. How many prompts are allowed? _____
3. What should staff do if she refuses or becomes upset? _____
4. Where should staff record progress? _____

Section– Math & Data Recording

1. A client brushes their teeth 2 times per day. They brushed 8 times this week.
→ How many times did they meet the goal? _____
→ What percentage of success is that? $(8 \div 14) \times 100 =$ _____ %
2. You work from 2:00 p.m. to 10:30 p.m. → Total hours worked: _____
3. A client takes a 5-minute break every 30 minutes of work. → How many breaks should they get in 2 hours?

4. A client earned 12 points in the morning and 8 in the afternoon. → Total points: _____

B. Spelling – Choose the Correctly Spelled Word

(Circle or underline the correct spelling)

1. a) Independance b) Independence c) Indepindence d) Inpedance
2. a) Profesonal b) Professional c) Proffessional d) Profetional
3. a) Responsibility b) Responsiblity c) Responcibility d) Resposibility
4. a) Confidentiality b) Confidensiality c) Confidentility d) Confidantiality
5. a) Behavier b) Behaivior c) Behavior d) Behaviour
6. a) Documentashun b) Documentation c) Documantation d) Documentasion
7. a) Comunication b) Communication c) Comunnication d) Communcation
8. a) Emergancy b) Emmergency c) Emergency d) Emergeny
9. a) Safty b) Safety c) Saftey d) Safetty
10. a) Compassion b) Compashion c) Comppassion d) Compasion

Section 5 – Following Directions

1. Write your initials in the top right corner of this page.
2. Circle the word 'goal' in Section 1.
3. Underline your answer to Question #4 in Section 1.
4. Draw a star next to your answer for Math Question 3.
5. Write the word 'complete' at the bottom of the page when finished.