



APPLICATION FOR EMPLOYMENT

Please read before filling out this application.

This employer does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, ancestry, age, veteran's status or disability. Qualified disabled individuals will be given accommodations for employment and advancement unless such an accommodation would impose an undue hardship on the conduct of the employer's business. No question on this application is intended to secure information to be used for such discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

In processing this employment application, the corporation or any of its affiliates and subsidiaries may request that an investigative consumer report be prepared; which may include information as to your character, general reputation, criminal record, and personal characteristics as provided by the Fair Credit Reporting Act of 1970 and as amended in 1996. You have the right to request that the company completely and accurately discloses to you the nature and scope of the investigation requested. Such a request must be made in writing to the Human Resources Department of this company within a reasonable time after you complete this application. Should employment be denied as a direct result of information contained in such an investigative consumer report, you will be advised as to the name and address of the consumer reporting agency supplying the report and should contact such agency for any further information you desire.

I authorize and direct Breakthrough Club, or any of its affiliates and subsidiaries to make whatever inquiries it deems necessary or desirable, and to contact consumer reporting agencies or other persons, and to secure consumer reports or investigate consumer reports in connection with my application for employment. I further authorize and direct any person of consumer reporting agency to participate in and make such inquiries at the request of such corporation of its affiliates and subsidiaries, and to compile and furnish any information it may have or obtain in response to such inquiries.

Signature: _____

Date: _____

Personal Information

Name _____ Date _____
Last First Middle

Present Address _____
Street City State Zip

Telephone #'s (_____) _____ (_____) _____ Social Security # _____
Home Work/Cell

Position Applied For _____

Date available for employment _____

Have you ever been employed at Breakthrough Club of Sedgwick County before? Yes No
If yes, give dates and position _____

Do you have relatives employed at Breakthrough Club? Yes No
If yes, give name and relationship _____

Education

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College: 1 2 3 4

Name of School	Location	Dates Attended	Degree/GED	Major
High School				
College				
Business or other				

Are you currently attending school? Yes No

Professional License/Certifications _____

Special Skills

Please indicate by marking the appropriate boxes which office skills you maintain:

- Typewriter/WPM _____ PC _____ Software _____
 10 key adding machine Sight Touch Shorthand/WPM _____
 Other Office Skills _____

Please list any special skills or training which pertains to the position you are applying (i.e. sign language, foreign languages, special courses, work training programs, armed forces training, etc.) _____

Work Experience

Please list employment record over the last 10 years starting with your most recent employer.

Employer	Dates (Mo/Yr)		Work Performed
	From	To	
Address			
Job Title	Hourly/Salary		
	Start	Final	
Supervisor & Phone Number			
Reason for Leaving			
Employer	Dates(Mo./Yr)		Work Performed
	From	To	
Address			
Job Title	Hourly/Salary		
	Start	Final	
Supervisor & Phone Number			
Reason for Leaving			
Employer	Dates(Mo./Yr)		Work Performed
	From	To	
Address			
Job Title	Hourly/Salary		
	Start	Final	
Supervisor & Phone Number			
Reason for Leaving			

May we contact your present employer for references? Yes No

Unemployment Record

From		To		Please explain why you were unemployed.
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	

References

Professional References: List three professional acquaintances from current or previous employment

Name	Title/Occupation	Company/Address	Daytime Phone	Yrs Known

Personal References: List three personal references not including family

Name	Title/Occupation	Company/Address	Daytime Phone	Yrs Known

For reference checking purposes, please list other names under which you have worked or attended school?

Since reaching the age of 18, have you ever been convicted of any criminal offense other than a minor traffic violation? Yes No

It is the responsibility of the applicant/employee to report any conviction to Human Resources.

(Note: If hired, your name will be given to the Kansas Bureau of Investigation and the Department of Health and Environment to be screened for a record of felony convictions and for any validated incidents of child abuse/neglect which may disqualify you for considerations (KSA 65-526)).

Attendance Policy: Breakthrough Club does have a written attendance policy that is strictly administered. Absences considered to be in excess of policy will be reviewed for compliance. Is there any reason you would have difficulty complying with the corporations attendance policy?

Yes No If yes please explain: _____

Confidentiality Policy: Recognizing that a human service agency deals with extremely sensitive matters, I will consider as CONFIDENTIAL all information with which I come directly or indirectly concerning the clients or their families. I will scrupulously protect the confidential nature of all conversations, records, reports and meetings where material relative to client and client family is processed or written. Business affairs including isolated and/or detailed operating statistics and financial data are considered to be confidential. I will not release any confidential material or information unless I have the approval of the Executive Director.

Driver's Record Policy: Most direct care positions require the transporting of members. Staff members who have the responsibility of transporting residents must maintain and have a safe driving record. The following serious offenses will disqualify an applicant for consideration of employment in the direct care positions named above: 1.) Driving under the influence (DUI), hit and run, negligent homicide, failure to report an accident, operating a vehicle with a suspended license, use of a vehicle while committing a felony, car theft, permitting an unlicensed person to drive, or drag/racing speed contest. 2) Four or more moving violations or preventable accidents in a three year period. Driving records are checked after conditional offer of employment.

Do you have a valid Kansas Drivers License? Yes No

Driver's License # _____ State _____

Do you currently have any of the above named offenses on your driving record? Yes No

Please read before signing. If you have any questions or concerns regarding any of these statements, please express them to the employment interviewer before signing.

Contingent upon my employment with Breakthrough Club, I agree to comply with all rules and regulations as set forth in the employer's policy manual, which is not contractual and may be unilaterally changed by the employer at anytime, or other communications distributed to all employees.

I understand that Breakthrough Club retains the right to request a drug test at the time of a work place accident, if I am involved in the accident.

I am aware that the Immigration Reform and Control Act of 1986 provides that the employers must verify, on a form provided by the Homeland Security, that anyone hired is not an "unauthorized alien." As a condition of employment, I agree to supply whatever documentation may be required to establish my citizenship or verify that I am authorized by the Secretary of Labor to work in this country.

I understand that in the absence of a written agreement to the contrary, my status, if employed, will be that of an employee at will, with no contractual rights, expressed or implied. In consideration of my employment, I specifically agree that my employment may be terminated with or without cause, with or without notice, at any time, at the option of either the employer or myself.

I further understand that no director, officer or employee of Breakthrough Club, has any authority to state, suggest or imply that I have an employment contract for other than an indefinite period of time. Promotions, performance evaluations, salary increases, merit raises, and/or the statement of my salary in other than hourly or weekly rates does not define my period or length of employment. In other words, I do not have any continuing expectancy of employment for any period of time, definite or indefinite, should a job offer be extended and accepted.

I hereby acknowledge that I have read the above statements and understand the same. I certify that all statements made by me on this application are true and complete. I understand that falsification of any information contained in this application or omission of any information requested in this application will be reason for termination or rejection of this application. My answers to optional disclosures were given voluntarily, and I understand that the corporation will not use those answers to discriminate against me.

Signature:

Date:

**Breakthrough Club
Drug and Alcohol Testing Consent Form**

Drug and alcohol use and abuse are widespread throughout our society. Substance abuse by workers can impair their health and job performance, and create a hazard to themselves, fellow employees, residents and/or the public. Therefore, Breakthrough Club, hereafter referred to as BTC, has adopted the following drug and alcohol testing policy:

1. The possession, use or sale of alcohol, unauthorized or illegal drugs or misuse of legal drugs on BTC time or on BTC property is prohibited and is grounds for immediate termination.
2. Employees should immediately report to management the legitimate use of prescription drugs which might impair performance.
3. All job applicants who receive a conditional offer of employment must take a drug screening test.
4. The BTC reserves the right to conduct random drug and alcohol tests on any or all employees at any time.
5. Employees may be subject to blood, urine and/or Breathalyzer tests for drugs and/or alcohol if they demonstrate impaired job performance; or if they are involved in a work accident or near accident, breach of security, or unsafe job practice; or demonstrate excessive absenteeism.
6. If a verified positive test result is received indicating the presence of drugs or alcohol in the body, or an employee or applicant refuses to provide a sample upon request, BTC will refuse to hire the prospective employee; and the current employee will be terminated. Refusal to consent to a requested drug or alcohol test will result in immediate termination.
7. The BTC reserves the right to search anywhere on its property for illegal drugs, including vehicles, desks, lunch boxes, purses, briefcases, or any place illegal drugs might be found. Refusal to consent to search of an employee's property will be considered insubordination, resulting in termination.

I certify that I have read the above drug and alcohol testing policy. I agree and consent to taking a drug and alcohol-screening test upon request of the BTC, as a condition of employment. I understand that testing and random selection will be coordinated through Kelly Compliance, and authorize the release of test results to the BTC. I understand that refusal to take the test is a voluntary withdrawal of my application for employment; or will be considered insubordination and grounds for termination of a current employee. A confirmed, positive test will result in immediate termination.

Signature: _____

Date: _____