

Requirements for Job Application

Interviews will be scheduled for candidates who appear to meet the qualifications for employment at Tri-County Arc. Each applicant will be screened thoroughly. In addition to the interview process, application review, and, including but not limited to, the following procedures will be used in making final decisions regarding employment. If you have any questions, please seek clarification from the person conducting the interview.

1. **Criminal Background Record Checks:** You will be asked to complete and sign a release form. This form will be sent to the appropriate agencies for clearance. This process can take a few days to complete.

2. **I-9 Form:** As proof of employment eligibility we require a copy of your valid Motor Vehicle Department license. We also require a copy of your Social Security card or a copy of your Work Visa. Furnishing these items will cover your requirement of the I-9 Form.

3. **High School Diploma or GED:** You will be expected to bring copies of your High School Diploma or your GED Certificate at the time of hire.

4. **Motor Vehicle Background Check:** You will be required to furnish us with a copy of your Motor Vehicle Background Check. This document must be obtained from the Motor Vehicle Department and must be dated within four (4) months of the interview/hire process.

5. Direct Care Staff will be required to complete additional training specific to the needs of the Tri-County Arc and/or the position one has been hired for. As a newly hired staff member **direct contact** with your new supervisor (where you have been assigned) is **your responsibility**.

6. **Appropriate Verifications / Certifications / Licenses:** We will be contacting the appropriate agencies for state license verification, the Abuse and Neglect registry, a Med Certification check, etc., for all direct care staff. We must have copies of all certifications and licenses held by you.

If an applicant, who receives a conditional job offer, fails to successfully complete all of the steps listed above, the job offer will be withdrawn.

I have read and understand the applicant information provided above.

Name: _____ Date: _____
Please Print

Signature of Applicant: _____

Office Use:

Motor Vehicle License ____ Social Security Card ____ High School Diploma or GED ____
Signed Criminal Background Record Check ____ Motor Vehicle Background Check ____
Additional Certifications: CPR ____ First Aid ____ Medical Certifications ____ PMT ____
Additional Certifications – Please list and furnish copies