

Education

Highest grade completed: 10 11 12 GED 13 14 15 16 17 18 19 20

Name and location of High School: _____

Name and location of College: _____

Major/ Minor Degrees and dates obtained: _____

List any other related experiences, qualifications or certifications not listed above, such as medical procedures/equipment, CPR or First Aid Certification, Mandatory Reporter Training, or languages. Please attach copies of First Aid, CPR, or Mandatory Reporting certification.

Employment History

Begin with your most recent position. Please complete thoroughly.

Name of Employer:	Supervisor's Name/Title:
Employer Address:	Phone #:
	Date Started:
Your Job Title:	Date Left:
Rate of Pay:	Reason for Leaving:
Brief Description of Job Duties:	

Name of Employer:	Supervisor's Name/Title:
Employer Address:	Phone #:
	Date Started:
Your Job Title:	Date Left:
Rate of Pay:	Reason for Leaving:
Brief Description of Job Duties:	

Name of Employer:	Supervisor's Name/Title:
Employer Address:	Phone #:
	Date Started:
Your Job Title:	Date Left:
Rate of Pay:	Reason for Leaving:
Brief Description of Job Duties:	

May we contact your present employer? Yes No May we contact your former employers? Yes No

References

List the name, address, phone number, and relationship of three references. Only one reference can be personal. **The people listed as references should be able to discuss your work history, character, and ability to fulfill job responsibilities.** Any delay in receiving references may result in a delay in the orientation process.

Reference Type: Professional Reference Personal Reference (only one personal reference)

Name:	Relationship:	
Phone #:	Occupation:	
Address:		
City:	State:	Zip Code:

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Reference Type: Professional Reference Personal Reference (only one personal reference)

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Phone #:	Occupation:	
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I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for dismissal.

Signature

Date

INFORMATION FOR POTENTIAL DIRECT CARE PROFESSIONALS

Thank you for applying to work for The Arc. The list below is intended to help keep you informed of the steps we take with your application as you continue the process of becoming a Direct Care Professional.

- 1. The Arc of Southeast Iowa receives your application and immediately mails references.**
The Arc mails reference forms to the names and addresses listed on your application. This process may be delayed if the addresses aren't complete or if your references do not respond in a timely manner.
- 2. The Arc of Southeast Iowa calls to set up an interview.**
At the interview The Arc will ask several questions. Afterwards you will be asked to sign a background release for criminal and driving histories and to provide a copy of your driver's license for the driving history.
- 3. The Arc of Southeast Iowa will run your criminal and driving histories.**
For the safety of our clients we run a criminal and driving background check. Only drivers with good records are allowed to transport our clients. If you are concerned about your criminal or driving history please contact the Quality Assurance Assistant to discuss your history and the expectations of The Arc in these areas.
- 4. If The Arc of Southeast Iowa decides that you are a good match for our clients' needs you will be required to provide The Arc with additional information before continuing the process. We will need:**
 - A second form of ID (Social Security card, Passport, or Birth Certificate)
 - The Declaration Page of your automobile insurance with at least the following limits:
 - \$100,000/\$300,000 for bodily injury
 - \$100,000/\$300,000 for uninsured motorists
 - \$100,000/\$300,000 for underinsured motorists
 - Proof of Infant/Child/Adult CPR/First Aid (if already completed elsewhere)
 - Proof of Child and Dependant Adult Mandatory Reporting Training (if already completed elsewhere)
- 5. The Arc of Southeast Iowa will call to schedule Mandatory Reporting Training and Orientation.**
Training for Child and Dependent Adult Mandatory Reporting is approximately **2 hours** in length and must be completed before you attend orientation. This training involves watching a video and accurately completing a post-test. Orientation is approximately **3 hours** in length and must be completed before providing services for The Arc of Southeast Iowa. This training provides information related to our policies, documentation, and how to provide respite services. You will complete several employment forms (including tax forms) and need to bring a cancelled check for the direct deposit form. You will be paid for attending these trainings after providing your first hour of service.

6. The Arc of Southeast Iowa’s Quality Assurance department will review your entire file and send a letter of employment when your file is complete.

If there are items missing from your file the Quality Assurance department will ask you to provide the missing documentation. Once all documents are in your file you will receive a letter of employment and client information/documentation related to the services you will be providing.

7. You may begin providing services after receiving your employment letter.

Please call the Family Services Coordinator if you have questions about the services you are going to provide. We are happy to review your documentation if you want to make sure you have completed them correctly the first few times. Remember that there are samples of documentation in your orientation manual.

8. Throughout your employment you will be asked to submit additional copies of required documentation.

You are required to complete Infant/Child/Adult CPR/First Aid within the first 6 months of employment. You will also be asked to keep the following documents current in your file: Infant/Child/Adult CPR/First Aid, automobile insurance with at least the limits stated above, driver’s license, and Child and Dependent Adult Mandatory Reporting training. The Arc will process new background checks and driving histories on a regular basis. New information on these checks could affect your employment.

9. Throughout your employment you will be asked to meet with your supervisor and attend mandatory meetings.

Each Direct Care Professional is assigned a direct supervisor. You are expected to meet with your direct supervisor as requested to complete evaluations and receive further training. You are also expected to attend mandatory quarterly meetings as scheduled by The Arc of Southeast Iowa. Failure to attend these meetings will affect your employment status.

**I acknowledge that I have received a copy of
“Information for Potential Direct Care Professionals” on _____.**

Potential Direct Care Professional



Staff of The Arc of Southeast Iowa