



VALLEY VILLAGE

To: All Prospective Program Aides
From: Valley Village Human Resource Department

Thank you for your employment interest with our company. Valley Village is a non profit organization which provides developmentally delayed individuals with various types of services ranging from Residential Programs to Day Programs.

To allow you to make an informal decision, if this is the ideal job for you, please read this entire section before completing the application:

- **California Drivers License:** A valid vehicle operator's license is mandatory for employment. **PLEASE DO NOT CONTINUE WITH THE APPLICATION IF YOU DO NOT MEET THIS FIRST REQUIREMENT.**
- **Paperwork:** Prior to starting work ALL new hire paperwork must be completed and submitted to Human Resources. You will not be permitted to work with out completion of the required new hire documents.
- **Fingerprints:** Due to Federal requirements **ALL** employees must be fingerprinted prior to their start of employment. Most felonies will deny you the ability to work here due to State Regulations.
- **Misrepresentation:** Should it ever be determined during the course of your employment that anything stated in your application is remotely incorrect or falsified your employment may be terminated.
- **Minimum Age:** All applicants must be 18 or older due to State Regulations. If you are applying for a position which requires driving the company vehicle you must be at least 21 years of age to meet vehicle insurance requirements.
- **Time Conflicts:** All employees hired agree to work the assigned hours of the position. If the employee has any present or future conflicts which enables them to work their scheduled shift their employment status will be put at risk.
- **Orientations:** All residential employees must be available for a series of Wednesday evening training sessions from 6pm-9pm. Any employee not available to do this will be released.
- **Physical/TB:** All employees must complete a physical/TB test before starting their training. This is an employer paid exam. This is also an annual requirement.
- **CPR/1st Aide:** Yearly CPR along with 1st Aid is mandatory for all. This is an employer paid training.
- **Pay:** All Program Aide wages are listed below, according to program and shift. Wages are as stated below, NO EXCEPTIONS will be made.

Regular Residential

Monday-Friday: 6:00 a.m. - 9:00 a.m.	\$8.78/hr
Monday-Friday: 2:00 p.m. / 3:00 p.m. - 9pm	\$8.47/hr

Weekends

Friday: 2:00 p.m. - Sundays 9:00 p.m.	\$8.40/hr
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Day Programs

Aides: 7:30a.m. - 2:30pm	\$9.15/hr
Afterschool: 12:00p.m. - 6:30p.m.	\$8.49/hr

Nursing Facility Shifts

Monday-Friday: 5:00 a.m. – 9:00 a.m.	\$9.76/hr
Monday-Friday: 2:00 p.m. -10:00 p.m.	\$9.35/hr
Overnight Awake: 10:00 p.m. – 7:00 a.m.	\$9.76/hr
Saturday-Sunday: 7:00 a.m. – 10:00 p.m.	\$9.35/hr

- **Benefits:** Valley Village does not offer benefits of any type to part time staff. Except as required by law.
- **Hours:** If hired for a particular shift, any extra hours you are able to pick up during the course of your employment is without any implication that you have or will be considered a full time employee for ANY purpose.
- **Lifting:** This job will require you to lift adults in the course of your employment. Should you have any problems with this please be advised that this is not a negotiable aspect of employment.
- **At Will Employment:** Either the employee or employer may terminate the relationship at **any time**.

This cover sheet to your application is designed to provide you the applicant with important information about our policies, rules, and benefits. Please read it thoroughly. If you have any questions about these items please ask the individual who will interview you shortly. This short overview is not comprehensive of all our policies but highlights ones we feel you should know before you decide to accept a position with Valley Village. Please be advised that due to the constantly changing nature of our business, circumstances will obviously require that items described may be changed from time to time. Therefore Valley Village reserves the right to modify, supplement, rescind or revise any provision stated here.

If there is a discrepancy between a verbally communicated policy or procedure, our manual will take precedence unless otherwise notified by the Executive Director. This document is not to be construed as a legal document or a contract of employment. Violation of any policy or procedure listed here or in our employee handbook may lead to disciplinary action up to and including termination of employment.

Signature of Applicant

Date

Printed Name of Applicant



VALLEY VILLAGE

Our mission is to protect, foster, develop and advance the rights and interest of people with developmental disabilities.

EMPLOYMENT APPLICATION

It is the policy of Valley Village to recruit, hire and promote for all positions on the basis of merit, qualification and competence. No aspect of employment will be influenced by race, color, national origin, religion, ancestry, citizenship, marital status, medical condition, sex, sexual orientation, pregnancy, age, physical/mental disability or any other characteristics protected by applicable state or federal civil rights laws. All employment decisions will be made solely upon the basis of the individual's qualifications as related to the requirements of the position being filed.

PERSONAL DATA (PLEASE PRINT)			
Full Name (Last, First, Middle)			Date
Street Address		City, State, Zip Code	
Social Security Number	Daytime Phone Number	Alternate Phone Number	
Have you ever used another name which employment may be verified? No Yes (please list)	If hired, can you present evidence of your legal right to work in the United States? Yes No		
Are you at least 18 years of age? (Proof of age and work permits may be required prior to hiring). Yes No		Have you ever been employed by Valley Village? If yes , please list position, location and dates.	
Name any relatives and/or friends currently or previously employed by Valley Village?		How were you referred to Valley Village?	

WORK PREFERENCE								
What position are you applying for?				Salary Desired: \$ _____			Date available for employment:	
Are you available to work : (Check all that apply) Full-Time Part-Time Temporary	Available to Work Indicate days/hours Start End	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Are you able to perform the essential functions of the job you are applying with or without reasonable accommodations? Yes No If no , please describe what type (s) of reasonable accommodations needed:								
Do you have a valid driver's license? Yes No If yes, are you at least 21 years of age? Yes No Has your driver's license ever been suspended or revoked? Yes No If yes , please list dates and explain:								
Have you ever been convicted of a crime (felony or misdemeanor) OTHER THAN (1) a marijuana-related conviction that occurred more than two years ago; (2) an offense for which was referred to, and participated in, any pre-trial or post-trial diversion program? Yes No If yes , please state the conviction, the county and state, and the nature of the offense: _____ _____								
NOTE: An affirmative response to this question will not result in your automatic disqualification for employment.								

EDUCATION						
	Name and Address of School	Graduated		Number of Years Completed	Course of Study	Diploma/Degree
		Yes	No			
High School						
College						
Business/Trade School						
Other						

SKILLS	
Type: Yes No _____ WPM	10-key: Yes No _____ WPM
Do you have any other experience, training, qualifications or skills which you feel make you especially suited for the position you are applying for? (i.e. language skills, computer skills). Please list below. _____	

U.S MILITARY SERVICE		
Service Branch:	Initial Rank:	Final Rank:
Specialty:	Special Training Received:	Discharge Date:

WORK EXPERIENCE List all of your jobs in the past ten years. <i>Begin with your present or most recent employer and must be completed even if supplemented by a resume.</i>		
Company Name:	Telephone :	
Address:	Dates of Employment: From: _____ To: _____	
Supervisor's Name and Title:	Hourly Rate/Salary: Start: _____ Last: _____	
Job Title and Job Duties:	Reason for Leaving:	May we contact this Employer? Yes No
Company Name:	Telephone:	
Address:	Dates of Employment: From: _____ To: _____	
Supervisor's Name and Title:	Hourly Rate/Salary: Start: _____ Last: _____	
Job Title and Job Duties:	Reason for Leaving:	May we contact this employer? Yes No

Company Name:	Telephone:	
Address:	Dates of Employment: From:_____ To:_____	
Supervisor's Name and Title:	Hourly Rate/Salary: Start:_____ Last:_____	
Job Title and Duties:	Reason for Leaving:	May we contact this employer? Yes No

Please identify and explain all periods of employment gaps during the last ten years:		
From:	To:	Reason of Unemployment:

PROFESSIONAL REFERENCE (Do not include relatives or personal friends)			
Name	Company/Occupation	Phone Number	Yrs. Acquainted

EMERGENCY CONTACT				
Name	Address	City, State, Zip Code	Relationship	Telephone

I hereby certify that I have been informed of the duties of the position for which I am applying and that the information on the application is correct and complete to the best of my knowledge. I agree to have any of the statements checked by the company unless I have indicated to the contrary. However, I understand that falsification or omission of any material information on this application, or failure to pass the physical examination and background check, if I receive a job offer it may be considered sufficient cause for immediate termination. I agree that if employed, I will abide by all policies and procedures established by the company.

I hereby acknowledge that my employment is "at will", that I may resign at any time and the employer may terminate my employment at any time, with or without cause, that any assurances of continued employment, whether written, oral or by conduct, shall not be interpreted as changing the nature of the employment relationship unless specifically acknowledged in writing by the Executive Director and/or Human Resource Department of the employer.

Signature of Applicant: _____ Date: _____