



Our mission is to protect, foster,  
develop and advance the rights  
and interests of people with  
developmental disabilities.  
[www.valleyvillage.org](http://www.valleyvillage.org)



20830 Sherman Way  
Winnetka, CA 91306  
TEL 818.587.9450  
FAX 818.587.9184  
TAX ID # 23-7314159

To: All Prospective 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 a decision if this is the ideal job for you, please read this entire section before completing the application:

- **California Driver’s License:** A valid vehicle operator’s license is mandatory if you are applying for our Residential Program.
- **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 Education Requirement:** High School Diploma or Equivalent
- **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 4pm-8pm. 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/First Aid:** Yearly CPR along with First Aid is mandatory for all. This is an employer paid training.
- **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 and 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.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Applicant	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Printed Name of Applicant
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## **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.

<b>PERSONAL DATA (PLEASE PRINT)</b>			
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? <input type="checkbox"/> No <input type="checkbox"/> Yes (please list)	If hired, can you present evidence of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you at least 18 years of age? (Proof of age and work permits may be required prior to hiring). <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been employed by Valley Village? If <b>yes</b> , please list position, location and dates. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name any relatives and/or friends currently or previously employed by Valley Village?	How were you referred to Valley Village?		

<b>WORK PREFERENCE</b>								
What position are you applying for?				Salary Desired: \$ _____			Date available for employment:	
Are you available to work : (Check all that apply) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	Available to Work Indicate days/hours Start	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	End							
Are you able to perform the essential functions of the job you are applying with or without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>no</b> , please describe what type (s) of reasonable accommodations needed:								
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you at least 21 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No Has your driver's license ever been suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>yes</b> , 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>yes</b> , please state the conviction, the county and state, and the nature of the offense: _____								
<b>NOTE: An affirmative response to this question will not result in your automatic disqualification for employment.</b>								

**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. *Begin with your present or most recent employer and must be completed even if supplemented by a resume.*

Company Name:	Telephone :
Address:	Dates of Employment: From:_____ To:_____
Supervisor's Name and Title:	Reason for Leaving:
Job Title and Job Duties:	May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name:	Telephone:
Address:	Dates of Employment: From:_____ To:_____
Supervisor's Name and Title:	Reason for Leaving:
Job Title and Job Duties:	May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Company Name:	Telephone:
Address:	Dates of Employment: From: _____ To: _____
Supervisor's Name and Title:	Reason for Leaving:
Job Title and Duties:	May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

<b>EMERGENCY CONTACT</b>				
Name	Address	City, State, Zip Code	Relationship	Telephone

I 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: \_\_\_\_\_



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## Employment/Personal Reference Check Form

**Applicant Consent to Contact References:**

I acknowledge that I have completed an application with Valley Village. I hereby give consent to any and all prior employers to provide information to Valley Village with regard to my employment. I also give consent to any personal reference to provide a character reference to Valley Village.

**Applicant Name Printed:** \_\_\_\_\_  
**Applicant Signature:** \_\_\_\_\_  
**Social Security Number:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

-----Applicant Please do not write below this line-----

**EMPLOYMENT REFERENCE**

Employer Name: \_\_\_\_\_ Date Checked: \_\_\_\_\_  
 Individual Giving Reference: \_\_\_\_\_ Job Title: \_\_\_\_\_

**1. Please verify the following information given to us by the applicant to see if it is correct.**

Employment Information	Correct	Incorrect	If incorrect, please provide the correct information
Employment Dates Given to			
Job Title:			
Reason for Leaving:			

**2. How would rate this individual on the following?**

	Outstanding	Above Average	Average	Below Average
Team Player (with clients, co-workers, supervisors)				
Dependability/Attendance:				
Flexibility:				
Work Quality:				
Motivated, self-starter:				

**3. Is the individual eligible for rehire with your company?**

Yes  No  Current Employee (If no, please state reason why) \_\_\_\_\_  
 \_\_\_\_\_

**PERSONAL REFERENCE**

Name of Reference:	Date Checked:	
How many years have you known the applicant?		
How do you know the applicant?		
Do you believe the applicant is reliable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you feel the applicant has the character and personality to work with developmentally disabled clients?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you feel the applicant would be a valuable asset to our company?	Yes <input type="checkbox"/>	No <input type="checkbox"/>