



IRON AND STRING
LIFE ENHANCEMENT INC.
Your Person Centered Planner

EMPLOYMENT APPLICATION

Full Name _____

Date: _____

Thank you for your interest in Iron and String Life Enhancement, Inc. (ISLE) Our agency provides services to individuals with developmental disabilities. These services are provided in several facilities located throughout Trumbull and Mahoning Counties, including but not limited to: Day Programming, Residential and Respite Care services.

It is the mission and responsibility of ISLE to provide our special population the highest standards of service and to meet the special needs of every child and adult that partake of our services; to improve the quality of life for our clients by encouraging maximum fulfillment in the least restrictive environment applicable to each client; to be a considerate employer; and to be a worthy citizen and neighbor.

It is the policy of ISLE to select the most qualified candidate for each position in the organization. There is no guarantee of a job offer or a job interview by completing our application. ISLE's employment decisions are made without regard to race, religion, sex, age, marital status, national origin, physical or mental handicap or any other basis protected by Federal, State and Local law. Applications will be kept on file for one (1) year. If you are not hired within that timeframe, yet continue to have an interest in ISLE, you should submit another application for consideration. (Specific reasons for denial of employment will not be released.)

When completing your application, please answer every question completely and accurately without concealing or omitting any information. If you do not, and you are hired, you may be terminated if we find out that you have not been truthful, regardless of the length of your employment.

ISLE Requirements: (Necessary to maintain employment)

1. All employees of ISLE must have a reliable means of transportation defined as: a working and safe vehicle in which the employee is the primary driver, reports to work with vehicle, vehicle remains on the premises for the entire shift and can transport our clients as needed.
2. All employees must have current automobile insurance for said vehicle and provide proof as needed.
3. Valid driver's license.
4. Social Security Card.
5. Copy of high school diploma or GED.
6. A working phone number to contact you.

We will verify all information.

Background Checks and Pre-Employment Drug Screen Will Be Required Before Consideration of Hire

12 S. Phelps Street • Youngstown, OH 44503 • (330) 743-3444 • Fax (330) 743-3363
Giving Choices to Persons and Families with Special Needs

PERSONAL INFORMATION

Name (Last, First, Middle)		(Maiden Name)	Today's Date	
Street Address		Apt. #	Home Phone	
City		State	Zip	Cell Phone
Are you under the age of 18? ISLE cannot employ minors.		Yes	No	Position Applying for:
If hired, can you supply documentation that you are legally entitled to work in the United States? Yes No				
How were you referred to ISLE?		List any family or friends working for ISLE:		
Have you ever worked or applied for employment with ISLE in the past? If yes, dates:				
Applicant's Email Address:				

<p>DIRECT DEPOSIT REQUIREMENT Employees are required to have one of the following for payroll purposes: A) Checking B) Savings or C) Pre-paid Card Please circle which of these you have.</p>
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WORK HISTORY

<p>Present or most recent job Company _____ Address _____ City/State/Zip _____ Phone _____ Supervisor _____</p>	<p>Job Title/Duties _____ Dates of Employment: Mo/Yr _____</p>	<p>Last Pay Rate _____ Reason for Leaving _____</p>
<p>Previous job before above Company _____ Address _____ City/State/Zip _____ Phone _____ Supervisor _____</p>	<p>Job Title/Duties _____ Date of Employment: Mo/Yr _____</p>	<p>Last Pay Rate _____ Reason for Leaving _____</p>
<p>Previous job before above Company _____ Address _____ City/State/Zip _____ Phone _____ Supervisor _____</p>	<p>Job Title/Duties _____ Date of Employment: Mo/Yr _____</p>	<p>Last Pay Rate _____ Reason for Leaving _____</p>

EDUCATIONAL BACKGROUND

Type of School	School Name and Location	Years Completed	Graduate? If yes, what year?	Degree Earned
High School		1 2 3 4	Yes No	
College		1 2 3 4	Yes No	
Other/GED		1 2 3 4	Yes No	

CRIMINAL RECORD (The existence of a criminal record does not necessarily disqualify you from a position)

Have you ever been convicted of or charged for a crime, other than a minor traffic violation? Yes No
 If yes, please explain: _____

ADDITIONAL INFORMATION

Please summarize other experiences, skills or qualifications which you feel would qualify you for the position for which you are applying:

AVAILABILITY

ISLE hires according to your availability and the needs of our residential homes at that time. Our employees can submit changes of availability up to 3 times per year. When giving your availability at time of hire, it cannot be changed until the next cycle begins. Our cycles run from:

- January 1st through April 30th
- May 1st through August 31st
- September 1st through December 31st

Please circle the shifts you would be available to work:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	6am to 9am	6am to 9am	6am to 9am	6am to 9am	6am to 9am	
8am to 3pm						8am to 3pm
3pm to 10pm	3pm to 10pm	3pm to 10pm	3pm to 10pm	3pm to 10pm	3pm to 10pm	3pm to 10pm
10pm to 8am	10pm to 8am	10pm to 8am	10pm to 8am	10pm to 8am	10pm to 8am	10pm to 8am

How many day/hours per week are you requesting? _____

Are you willing to fill in for open shifts when needed? Yes No

What date are you available to start work? _____

FINAL ACKNOWLEDGEMENT AND CONSENT – PLEASE READ AND SIGN BELOW

All applicants for any position are hereby advised that ISLE conducts full and complete background investigations, including but not limited to: Employment and Education, Federal and State/Multi-State Criminal Background Checks, On-line Abuser Registry, State Nurses Aid Registry, Pre-Employment, Post-Offer Drug and Alcohol Screening, Proof of Valid Driver’s License, Proof of Personal Automobile Insurance and a Driver’s Abstract. Many of these background checks/verifications are conducted annually as well.

I understand that specified conditions of employment must be met before a job offer is made, and that upon receiving a job offer, all new employees are subject to a 90 day performance evaluation. This means that each employee has 90 days to demonstrate his/her ability to perform assigned tasks in a professional, timely, consistent and proper manner. Lateness, missing work, failure to report off, neglect of duty and other violations of policy will not be tolerated. Any employee may be dismissed during the 90 day period at the discretion of the HR Director and Executive Director for any reason or for no reason at all.

I give permission to ISLE to contact any or all of my previous employers or references for full information. I authorize ISLE to make any necessary investigations into my personal history and authorize all persons, schools, companies, corporations, credit bureaus, motor vehicle departments and law enforcement agencies to supply any information concerning my background, provided state law permits, and release them from any liability and responsibility for doing so. I further agree to submit to an alcohol and/or drug screening test, where and whenever legal, if requested of me at any time prior to or during my employment. I will reveal at the time of my interview if there will be any hits on my background investigations or pre-employment screenings.

I understand that any hiring decision is contingent upon my successful completion of all the Company’s lawful pre-employment checks. I also understand that this application is just that – an application. It is not an offer, promise or contract of employment. All ISLE employees are “at will” employees, which means that ISLE can terminate the employment relationship at any time, with or without notice, for any or no reason. You have the same right. ISLE will not, and employees and applicants should not, interpret any verbal or written statement policies, practices or procedures as altering their “at will” status.

All of the foregoing information I have supplied on this application is a full and complete statement of the facts, and it is understood that if any falsification or omission of material facts be discovered, at any time, it will constitute grounds for dismissal upon discovery.

Applicant’s Signature _____ Date _____

The following information to be completed by Human Resources ONLY upon a favorable interview. This information was willingly provided by applicant in order to complete background checks.

Social Security Number: _____ Driver’s License Number: _____