

MY HORIZON

EMPLOYMENT APPLICATION

Pre-Employment Questionnaire

An Equal Opportunity Employer

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE YOU CONTINUE:

My Horizon is obligated to follow strict State and Federal regulations. As required by 42 CFR (Code of Federal Regulations) and State of Alaska AS 47.05.300 –.05.390, and 7 AAC 10.900-10.990, all prospective My Horizon employees and volunteers will undergo a Federal background check, (fingerprints will be required) which will be accomplished by the State of Alaska, Department of Public Safety, Background Check Unit for the purpose of running a criminal background check. Prior to working with participants, both employees and volunteers will need to have at least a "Provisional" status with the State of Alaska, New Alaska Background Check System, NABCS. Candidates identified by the Background Check Program as barred will not be employed by, or allowed to volunteer at My Horizon. If your application is accepted the next step in the hiring process will consist of filling out a **State of Alaska, Release of Information Authorization for Background Check, a Release of Information Authorization to My Horizon, LLC for Background Check, and for applicants not already in the NABCS a State of Alaska Background check Information Input Form. History & Release of Information Authorization and the Authorization for Release of Information to My Horizon, LLC for the additional background checks and documentation verification (see attachments).**

ADDITIONAL REQUIREMENTS:

In addition to the requirements stated above, the State of Alaska and/or My Horizon also requires the following for you to be considered for employment as a Direct Care Provider for Home and Community Based Waiver (HCBW) participants at My Horizon:

- You must be at least 18 years old; *and*
- You must have a high school diploma, general education development (GED) diploma or demonstrate to the Program Administrator the ability to read written instructions and to make appropriate entries regarding services in the recipient record or file; *and*
- Have a current Driver's License valid for use in the State of Alaska for transportation of HCBW participants and you will be required to fill out an authorization form granting My Horizon access to your driving record, which may be checked randomly in the future; *and*
- Have and maintain current vehicle registration for all vehicles used to transport HCBW participants, which will be verified on an ongoing basis; *and*
- Have and maintain business insurance coverage on all personal vehicles used to transport HCBW Participants; *and*
- You must not have a pattern of driving offences on your driving record.

I will comply with all of the above requirements: Yes No

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EMPLOYMENT HISTORY

Please list your four most recent jobs, starting with the most recent. Please complete even if you are attaching a resume.

1. From: _____ To: _____ Job Title: _____
MM/DD/YY MM/DD/YY

Employer: _____
Name of Company Address

Immediate Supervisor: _____
Name Title

Employer Telephone: _____ May we contact for reference? Yes No

Type of work, job responsibilities and reason for leaving: _____ Hourly Rate/Salary: _____

2. From: _____ To: _____ Job Title: _____
MM/DD/YY MM/DD/YY

Employer: _____
Name of Company Address

Immediate Supervisor: _____
Name Title

Employer Telephone: _____ May we contact for reference? Yes No

Type of work, job responsibilities and reason for leaving: _____ Hourly Rate/Salary: _____

3. From: _____ To: _____ Job Title: _____
MM/DD/YY MM/DD/YY

Employer: _____
Name of Company Address

Immediate Supervisor: _____
Name Title

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Employer Telephone: _____ May we contact for reference? Yes No

Type of work, job responsibilities and reason for leaving: _____ Hourly Rate/Salary: _____

4. From: _____ To: _____ Job Title: _____
MM/DD/YY MM/DD/YY Title

Employer: _____
Name of Company Address

Immediate Supervisor: _____
Name Title

Employer Telephone: _____ May we contact for reference? Yes No

Type of work, job responsibilities and reason for leaving: _____ Hourly Rate/Salary: _____

EDUCATION BACKGROUND

High School: _____ Graduated: Yes No
Name of School City State # of Years

College 1: _____ Graduated: Yes No
Name of School City State # of Years

College 2: _____ Graduated: Yes No
Name of School City State # of Years

Business/Trade School: _____ Graduated: Yes No
Name of School City State # of Years

Other Education: _____ Graduated: Yes No
Name of School City State # of Years

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CERTIFICATIONS

Are you currently certified in any of the following:

Adult AED: Yes No Exp. Date: _____

Child AED: Yes No Exp. Date: _____

Adult CPR: Yes No Exp. Date: _____

Child CPR: Yes No Exp. Date: _____

Adult First Aid: Yes No Exp. Date: _____

Child First Aid: Yes No Exp. Date: _____

GENERAL

Special Skills: _____

Activities: (Sports, Civic, etc.): _____

Do you speak any languages other than English, explain: _____

Have you ever served in the Armed Forces? Yes No Branch: _____ Rank: _____

Years of Service: _____ Date of Enlistment: _____ Date of Discharge: _____
MM/DD/YY MM/DD/YY

Type of Discharge: _____ Are you now a member of the: National Guard Reserves

Have you had any automobile accidents in the past three years? Yes No If yes, please explain,
(how many accidents, dates and circumstances): _____

Have you had any moving violations/DWIs/DUIs in the past three years? Yes No If yes, please explain:

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Have you ever pled "guilty", "no contest" or been convicted of a crime? Yes No If yes, please explain: (with dates, circumstances, etc.): _____

REFERENCES

Professional References

Please provide *two* professional references. Please fill in all blanks.

1. Name: _____ Title/Position: _____
Company: _____ Email: _____
Mailing Address: _____
Address City State Zip
Work Phone: _____ Cell: _____ Other: _____
Relationship to Applicant: _____ Years Known: _____

2. Name: _____ Title/Position: _____
Company: _____ Email: _____
Mailing Address: _____
Address City State Zip
Work Phone: _____ Cell: _____ Other: _____
Relationship to Applicant: _____ Years Known: _____

Personal References

Please provide *three* personal references of people you have known for at least a year and to whom you are not related. Please fill in all blanks.

1. Name: _____ Email: _____
Mailing Address: _____
Address City State Zip
Home Phone: _____ Cell: _____
Relationship to Applicant: _____ Years Known: _____

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2. Name: _____ Email: _____

Mailing Address: _____
Address City State Zip

Home Phone: _____ Cell: _____

Relationship to Applicant: _____ Years Known: _____

3. Name: _____ Email: _____

Mailing Address: _____
Address City State Zip

Home Phone: _____ Cell: _____

Relationship to Applicant: _____ Years Known: _____

APPLICANT STATEMENT

Please read carefully.

I certify that all information I have provided in order to apply for and secure work with My Horizon is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or a misrepresentation in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately terminate me from employment at My Horizon whenever it is discovered.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for one year. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and complete a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of My Horizon is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by My Horizon's Program Administrator.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that if I am offered a position at My Horizon after an interview, I agree to provide and pay for the following pre-employment requirements:

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I will obtain a copy of my driving record from the Alaska Department of Motor Vehicles located at 1979 Peger Rd., Fairbanks, for \$10 in person or by mail. If I have an out of state license valid for use in the State of Alaska, I can make arrangements with My Horizon management to procure an out of state license driving record for a small fee with Information Direct. I will pay for the fingerprinting card with the NABCS generated form, (furnished by My Horizon via the NABCS) to be submitted to a local authorized finger printer and return the fingerprint card to My Horizon to be mailed to the State of Alaska Background Check Unit. My Horizon will pay the \$25 application fee and the \$51.50 fingerprint search fee with NABCS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT!

Note: My Horizon will require your original signature on this form before employment.

I certify that I have read, fully understand and accept all terms of the above Applicant Statement.

Signature of Applicant

Date (MM/DD/YYYY)

Printed Name

My Horizon is an equal employment opportunity employer. Employment decisions are based on merit, needed skills for the job, and business needs, not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by state or federal law.

We do not hire people based on their family backgrounds, political affiliations, socioeconomic status, or other factors that have no bearing on the services provided by My Horizon.

Thank you for your interest in My Horizon.