

# Families of Autism Coming Together: General Staff Application

## **APPLICANT INFORMATION:**

Describe the position you are applying for:

\_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Cell/ Primary Phone Number: \_\_\_\_\_ Home/Secondary Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you worked for FACT in previous years? \_\_\_\_\_ If yes, what year(s)? If no, how did you hear about FACT?

Do you hold a high school diploma or an equivalent diploma?

- High School Diploma Received \_\_\_\_\_
- Equivalency Diploma Received \_\_\_\_\_
- Still in High School and expected to graduate on \_\_\_\_\_

Please complete below if you hold a master's degree and/or a bachelor's degree:

Name of Institution	Degree	Major / Specialty	Minor	Date Received

Are you currently enrolled in an educational institution? If yes, where: \_\_\_\_\_ No: \_\_\_\_\_

- If Yes, Degree/ Program: \_\_\_\_\_ Date: \_\_\_\_\_
- Total years of post-high school education: \_\_\_\_\_

Do you have a current certification in (please submit/bring a copy of your certificate(s)):

- First Aid, expires on: \_\_\_\_\_
- CPR, expires on: \_\_\_\_\_
- Lifeguard, expires on: \_\_\_\_\_
- MAT, expires on: \_\_\_\_\_

Additional certifications or licenses not listed above (to include ones received as a licensed teacher):

\_\_\_\_\_

## **IF UNDER THE AGE OF 18- PLEASE COMPLETE:**

Mother / Guardian #1 Name: \_\_\_\_\_ Primary Phone Number: \_\_\_\_\_

Father / Guardian #2 Name: \_\_\_\_\_ Primary Phone Number: \_\_\_\_\_

What grade did you just complete/will you be completing at the end of this school year? 8<sup>th</sup> 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup> 12<sup>th</sup>

## **EMERGENCY CONTACT INFORMATION:**

1) Full Legal Name: \_\_\_\_\_ Primary Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

2) Full Legal Name: \_\_\_\_\_ Primary Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

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**BACKGROUND QUESTIONS:**

1) Are you either a U.S. citizen or legally eligible for employment in the United States? \_\_\_\_\_ **Initial:** \_\_\_\_\_

2) Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by a court? \_\_\_\_\_ **Initial:** \_\_\_\_\_

- If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

3) Have any moving violations occurred in the past 5 years? \_\_\_\_\_ **Initial:** \_\_\_\_\_

- If yes, please disclose any moving violations:

\_\_\_\_\_

4) Have you ever been issued a verbal or written warning, been the target of an investigation, or had disciplinary action taken against you? \_\_\_\_\_ **Initial:** \_\_\_\_\_

- If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

**FORMER EMPLOYERS (BEGINNING WITH MOST RECENT):**

1) Have you ever been terminated from a job? \_\_\_\_\_ **Initial:** \_\_\_\_\_

- If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

2) Are you currently employed? \_\_\_\_\_ May we contact your present employer? \_\_\_\_\_

- Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_
- Salary: \_\_\_\_\_ Title: \_\_\_\_\_ Employment dates: \_\_\_\_\_
- Brief Job Description: \_\_\_\_\_

**Please provide FACT with 2 past employers:**

1) Past Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Salary: \_\_\_\_\_ Title: \_\_\_\_\_ Employment dates: \_\_\_\_\_ to \_\_\_\_\_

Brief Job Description: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Eligible for rehire? \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

2) Past Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Salary: \_\_\_\_\_ Title: \_\_\_\_\_ Employment dates: \_\_\_\_\_ to \_\_\_\_\_

Brief Job Description: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Eligible for rehire? \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

**CHARACTER & EMPLOYMENT REFERENCES (PAST SUPERVISORS OR CO-WORKERS NOT LISTED ABOVE)**

NAME	PHONE #	COMPANY	POSITION / RELATIONSHIP

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Please Initial the following indicating you understand the expectation set forth by FACT:

Initial	Statement
	Applicants must attend an Interview prior to being hired
	Applicants must understand that smoking is prohibited at work and in all FACT vehicles
	Applicants must understand that using photos for personal social media use (Facebook, Instagram, TikTok, YouTube, twitter, snapchat, etc.) is not permitted and can be causal for dismissal from the job as photos are to be used for camper scrapbooking and / or emailed to FACT ***even if consent is given from the camper's parents***
	FACT does not tolerate physical or verbal abuse of children & other staff (spanking, jerking, pulling, shouting, etc.)
	I understand that this application will be kept active for 60 days from the date submitted
	The State of Virginia requires a Criminal History check and a Central Registry search on all Childcare Employees
	I understand that as a condition of the application process FACT will perform the required criminal history (fingerprinting) and child protective services checks, and by signing this application I acknowledge my understanding of this and my consent to such checks with the appropriate authorities
	FACT considers all applicants for employment based on their qualifications and considering job vacancies
	FACT does not discriminate based on race, color, religion, sex, national origin, age, and veteran or disability status
	I authorize FACT to inquire with my current/former employers and any additional references regarding job performance and work habits. In doing so, I realize that any information received during this process will be held in the strictest of confidence

**PERSONAL VIEWPOINT (please prepare answers to these questions for your interview):**

- 1) Please describe why you would like to work with children who have Autism?
- 2) How do you approach behavioral/crisis situations?
- 3) How would you rate your patience level with children?
- 4) Describe yourself using a 6-word slogan!

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## CAMP SPECIFIC APPLICATION (Please only complete if applying for Summer Staff):

Initial	Statement
	Applicants must attend a mandatory training session prior to the start of camp (after being hired)
	Applicants must be ready to swim (pool, ocean, ocean breeze), get in the water and tend to their campers that are also in the water, and participate in water-based activities DAILY
	Applicants must always be proactive and remain with their campers; even at times when their child may not be able to participate in activities and engage with their volunteers (not turning volunteers loose because their camper is not participating)
	Applicants must understand that camp schedules and staff can change suddenly and must remain flexible
	Applicants must understand that the assigned Group Leader is the supervisor for the group and is empowered by the Program Director to oversee and make decisions
	Applicants must understand that using the cell phone for games / media / social based purposes is highly frowned upon and can be causal for dismissal as the job always requires staff eyes to be on campers
	An essential function of working for FACT is having the ability to stand for prolonged periods of time **reasonable accommodations can be offered if discussed with the Program Director prior to being hired**

Do you object to doing any of the following (**check the tasks you object to**)?

(Please note: the changing and toileting of campers (ages 6-40) will not be completed by staff younger than 18.)

	Assist with Toileting
	Assist with dressing
	Cleaning (Materials, areas, sanitizing, etc.)
	Swimming
	Standing for long periods of time

Do you have any medical or physical conditions that would hinder you from working with children (running, lifting, standing for long periods, adverse reactions to pool / beach water, etc.) even if reasonable accommodations were offered? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

**Weeks interested in working & Training Date:** Please note: staff must be able to work a minimum of 2 weeks. This application does not guarantee / confirm your spot at camp for that week. Staffing will be dependent on camper(s) attendance. **Camp hours are 8:00-3:30pm (subject to change: final hours will be announced at training)**

	Week 1: June 17-21
	Week 2: June 24-28
	Week 3: July 8- 12
	Week 4: July 15- 19
	Week 5: July 22-26
	Week 6: July 29- Aug 2
	Week 7: August 5-9