



**STILLWATER GROUP
HOMES, INC.**

APPLICATION

Attention:

All applicants are subject to pre-employment screening including: OSBI background check, MVR report, Pre-employment drug screening, Social Security verification and the Community service registry.

STILLWATER GROUP HOMES, INC.

Employment Application



APPLICANT INFORMATION

Last Name		First		MI	Date
Street Address				Apt/Unit #	
City		State		Zip	
Phone		email address			
Date Available		Social Security No.			
Position Applied for					
Are you a citizen of the United States		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, are you authorized to work in the U.S	
Have you ever worked for this company?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, explain	
Do you have a current OK Driver's License?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		

EDUCATION

High School		Address			
From	To	Did you graduate?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
College		Address			
From	To	Did you graduate?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other		Address			
From	To	Did you graduate?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
				Degree	

REFERENCES

Please list three professional references

Full Name		Relationship	
Company		Phone ()	
Address			
Full Name		Relationship	
Company		Phone ()	
Address			
Full Name		Relationship	
Company		Phone ()	
Address			

PREVIOUS EMPLOYMENT

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for leaving	
May we contact your previous supervisor for a reference?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for leaving	
May we contact your previous supervisor for a reference?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for leaving	
May we contact your previous supervisor for a reference?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

SKILLS

- Can you lift 30 lbs.? Yes No
- Can you bend, stoop & kneel? Yes No
- Can you balance a checkbook? Yes No

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release from employment.

Signature	Date
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VOLUNTARY INFORMATION REQUEST: NOT TO BE USED IN HIRING DECISIONS

Equal Employment Opportunity Information Request

As a government contractor, Stillwater Group Homes, Inc. is subject to Executive Order 11246, as amended, which requires government contractors to take affirmative action in the employment process. We request your VOLUNTARY completion of the following questionnaire to be used ONLY for the purpose of monitoring the success of our Affirmative Action Plan. This information will not be used to discriminate against or show preference for any application in the hiring decision.

NAME: _____ SEX: Male Female

POSITION APPLIED FOR: _____

ETHNIC DATA (Select only one):

White (not of Hispanic origin. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East).

Black (not of Hispanic origin. A person having origins in any of the black racial groups.

Asian or Pacific Islander (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for examples, China, Japan, Korea, India, Pakistan, Bangladesh, Sri Lanka, [formerly Ceylon], Nepal, Sikkim, Bhutan, Afghanistan, the Philippine Islands, and Samoa).

American Indian or Alaskan Native (A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Hispanic (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race).

How did you learn of this position opening? _____

Stillwater Group Homes, Inc.
904 W. 11th
Stillwater, Ok. 74074

Employment Screening

On November 1, 1997, the Oklahoma Statutes enacting the Community Services Registry was adopted. The Department of Human Services DDSO implemented policy OAC 340:100-3-39 requiring pre-employment screening requires that: (1) Providers of community services to persons with developmental disabilities conduct both a criminal history records search (OSBI) and a Community services provider does not hire, contract with, or use as a volunteer, a person whose name is listed in the registry or who has a criminal background.

WAIVER FOR RELEASE OF CRIMINAL HISTORY INFORMATION

Full Name: _____

Alias Names: _____
(Includes maiden name, all married names, and any other name used)

Social Security Number: _____ Date of Birth: _____

Race: _____ Gender: _____

I hereby grant my permission for Stillwater Group Homes, Inc. to obtain information regarding my criminal history from the Oklahoma Bureau of Investigation or other law enforcement agencies. I also grant my permission for Stillwater Group Homes, Inc. to check with the Community Services Registry for any history of confirmed findings of abuse, neglect, or exploitation. I understand that I will not be eligible for employment with Stillwater Group Homes, Inc. if I refuse to allow this inquiry, or if I have been convicted of a felony or misdemeanor, as stated in the contract between Stillwater Group Homes, Inc. and the Department of Human Services. I understand that my continued employment with the agency is contingent on my having a clear record.

I also understand that if I am convicted of a felony or misdemeanor during the time of my employment, I will be subject to immediate termination. Likewise if a confirmed finding of abuse, neglect, or exploitation is registered with the Community Services Registry during my employment, I can be subject to immediate termination. **I agree that Stillwater Group Homes, Inc. has my permission to re-check my criminal history at any time during my employment with the agency.**

Applicant Signature

Date of Signature



Stillwater Group Homes, Inc.

904 W. 11th Street Stillwater, OK 74074 405-743-2496

FAX# 405-743-2497

REFERENCE RELEASE FORM

I AUTHORIZE Stillwater Group Homes to contact any of my prior employers listed in application. I also release all those prior employers and Stillwater Group Homes from any and all liability arising from the information provided by my prior employers.

I hereby consent to Stillwater Group Homes' verifying all the information I have provided on this application form. I also agree to execute as a condition of employment or a condition of continued employment any additional written authorization necessary for SGH to obtain access to and copies of records pertaining to this information.

With regard to the above disclosure, I hereby agree to release any person, company, or other entity from any and all causes of action that otherwise might arise from supplying Stillwater Group Homes with information it may request pursuant to this release. I understand that any false statements, or misrepresentations by omission made by me on this application or any related document will be sufficient for rejection of my application or for my immediate discharge, should such falsifications or misrepresentations be discovered after I am employed.

Applicant's Signature

Date



Employment Application Supplement



General Information

Applicant (print) _____ Date _____

Provider agency _____

A community services worker (CSW) may be prosecuted criminally for having sexual contact with a person in their care. CSW's must sign this form per Section 1430.3 of Title 10 of the Oklahoma Statutes known as the Breanna Bell Act.

As I apply for a job as a CSW, I understand:

- prior to hiring me, the community services provider is required by Oklahoma law to conduct a search of:
 - criminal history records with Oklahoma State Bureau of Investigation (OSBI); and
 - Oklahoma Department of Human Services (DHS) Community Services Worker Registry (Registry);
- the community services provider is prohibited by Oklahoma law from hiring, contracting with, or using as a volunteer, any person:
 - convicted, plead guilty, or plead *nolo contendere* to misdemeanor assault and battery or a felony, except under circumstances described in Oklahoma Administrative Code (OAC) 340:100-3-39; or
 - whose name appears in the Registry;
- my employment may be terminated if my name appears in the Registry, even though my name may not have been in the Registry at the time of my application or my hiring;
- I must report to the community services provider all of my current and previous employers who provide services to children and adults who are vulnerable;
- giving false information regarding my current and previous employers may result in termination of my employment; and
- Section 405.3 of Title 10 of the Oklahoma Statutes requires DHS to establish and maintain a Restricted Registry, also named Joshua's list. Individuals recorded on the Restricted Registry are prohibited from licensure, ownership, employment, unsupervised access to children, and/or residence in a facility or program, licensed, certified, operated, or contracted by, or with, DHS. Foster parents who contract with DHS are also subject to the Restricted Registry.

Signatures

Applicant signature _____ Date _____

Routing

Original - community services worker personnel record

Copy - community services worker