

## APPLICATION FOR EMPLOYMENT

Thank you for your interest in working for ACR Homes! ACR provides residential support services for people with physical and developmental disabilities, as well as care for the elderly including memory care through our affiliated company [Arthur’s Residential Care](http://arthursresidentialcare.com/). To apply, please complete and submit this form, or you may use the online application form. You may also submit a resume, if you have one, along with this online application, but please complete the application form, too.

APPLICANT INFORMATION

 Print Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Street City State Zip

 If not permanent, until when?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address (if other than above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street City State Zip

**What to Expect in the Application Process**

We will review your written application and, if we determine that your qualifications are appropriate for positions we have available, we will contact you and ask you to come to one of our offices to complete the application process. This process includes a number of tasks including providing additional application information, completing a standardized online Pre-Employment Ability Test, and participating in a short interview. There may be additional testing, tasks, or interviews and you should bring along your driver's license and Social Security card. **The process usually takes at least 1.5 hours.**  Although the application process can seem lengthy and detailed, it is reflective of certain aspects of the job of a direct care professional which requires attention to detail and a patient and positive attitude. Your participation in the application process will convey information about your capacity to meet requirements of the job. Thank you for your time and your cooperation.  After completing the entire application process, your application and/or credentials may take up to 10 days to process, and will be kept on file for one year.

By agreeing to these terms and signing below, you acknowledge that you have read the above information and you agree to complete this application with accurate information to the best of your knowledge. You also understand that if any of the information on the application is subsequently shown to be false or misleading, your employment with ACR may be terminated.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Requirements for Employment by ACR Homes**

**🞎 Yes 🞎 No** Are you eligible to work in the U.S.A.? If you answer no, please stop the application at this time and reapply once you are eligible.

**🞎 Yes 🞎 No** ACR conducts mandatory random drug screening tests. Are you willing to submit to drug testing?

**🞎 Yes 🞎 No** All group home employees must be at least 16 years old and there are substantial work restrictions for employees between ages 16-18. Are you 18 years old or older?

**🞎 Yes 🞎 No** If you answered no, are you at least 16 years old?

**Required Documents:** Upon hire, you will need to provide identification documents to satisfy requirements of the I-9 form, a valid Social Security card (for payroll), and proof of automobile insurance. All documents need to be presented to an ACR HR office staff member within 3 business days of a position being offered. If you are not able to provide required documents within 3 business days, the job offer will be suspended until this requirement is met.

**Criminal Background Check:**Upon hire, adult foster care licensing rules, as described in Minnesota Rules 9555.6125, require that employees undergo a criminal background check. Additionally, operators, caregivers, and household members must agree to disclose their conviction and criminal history information and may not have a disqualification under Minnesota Statutes, section 245C.15.

**Conviction Record:** Convictions of offenses such as homicide, crimes against a person, crimes of compulsion, sex crimes, incest, theft and burglary, arson or obscene phone calls will typically disqualify someone from employment at ACR due to licensure requirements.

**Driving Record**: You may be disqualified from employment if you have three or more moving violations or accidents or combination thereof, or convictions for careless or reckless driving, DUI/DWI, refusing a substance test, hit and run, manslaughter, eluding a police officer, any felony, drag-racing, suspension or revocation of license, or driving with suspended license. A valid U.S. Driver’s License and a reliable form of transportation are required for all direct care positions with ACR Homes; you may be asked to transport the people we support in your own vehicle.

**Tobacco Free**: ACR is a tobacco free environment. This means you may not use tobacco in the home, in a company or personal vehicle or in the community while on duty or on premises.

### **ACR’s Statement of Core Values**

*It is ACR’s core belief that all human life is intrinsically valuable. The value of life is not diminished because a person is disabled, unborn or near the end of life.

Value is not determined by whether the person is independent or totally dependent on others. It is not based on productivity or on physical or intellectual potential or accomplishments. Value is not dependent on whether a person has family relationships or friendships. It is not contingent on being wanted, loved or admired.

Human life is intrinsically valuable and worthy of dignity and respect simply because it exists. This core value is central to everything we do and every decision we make at ACR.*

**🞎 Yes 🞎 No** I have read and understand ACR’s Core Value Statement and if I am hired I agree to support it.

### **Additional Information for Direct Care Positions**

**Work Commitment**: Consistency of care is essential for the physical and emotional well-being of the people we support. To that end, direct care professionals are required to work a minimum of 10 shifts/month (2 to 3 shifts/week) and full-time requires a minimum of 38 hours/week. Once their initial training is complete, we ask direct care staff to make a 6-month commitment of relationship to the people we support.

**🞎 Yes 🞎 No** Are you able to meet these work commitment requirements? (Comment optional\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Scheduling:**Scheduling is done monthly. Most shifts are 8 hours in length. Once a schedule is arranged, employees are responsible for working their scheduled shifts or finding replacements. Flexibility is important. Due to the nature of the work, all direct care professionals must share in the responsibility of providing care for the people we support during weekends (Friday evenings to Sunday evenings), holidays, spring break, summer break, and other frequently sought after vacation times.

**🞎 Yes 🞎 No** Are you able to meet these scheduling requirements? (Comment optional\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Awkward, Heavy Lifting**: The ability to occasionally perform awkward, heavy lifting of 70 pounds or more (with or without a reasonable accommodation) is a requirement of all direct care positions at ACR.

**🞎 Yes 🞎 No** Are you able to meet this job requirement? (Comment optional\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Mantoux:**Prior to beginning work, all employees must have a 2-step Mantoux test (test for tuberculosis) administered and read (which is done by an MD or RN). A physical may also be required.

**Hepatitis B:** Some people living in our homes are Hepatitis B carriers. ACR strongly encourages all employees to have the Hepatitis B vaccine. This is a series of three shots over a five month period.

**Training:** All new employees are required by state law to receive 30-60 hours of initial orientation training within 45 days of hire and before performing unsupervised work. This training includes courses in Vulnerable Adults/Children, OSHA, HIPAA, CPR, First Aid, Medication Administration, Behavior Management, Company Policy and Professionalism, specific information on the people we support, hands-on training in the group home where you are placed, and other training depending on the site you work at. Employees are paid at $9.50/hour for their initial training and direct care work until initial training is completed. Pay increases to $11/hour in the pay period following completion of all initial training. Employees are given instructions on how and where they can obtain training and are responsible to see that it is completed within the required time (which will be explained during orientation). There are also mandatory monthly staff meetings, which you are paid to attend. These meetings are required to discuss current methods, updates, and concerns relating to the people who live in the group home where you work. Your supervisor may also ask you to attend other training in the community.

**Payroll:** Employees are paid on a two week cycle; when a two week period is completed, time sheets are processed and checks are issued on the Monday three weeks following the end of a pay period. Since starting pay for DCPs is $9.50/hour until initial training is completed it is to their advantage to complete training as quickly as possible.

**Benefits:** ACR offers health care benefits for employees who are approved for full time status (38 hours per week for hourly staff, or 5 days per week for exempt staff). [Go](http://www.acrhomes.com/employment-at-acr/benefits/) to the website for more information about benefits, or contact the benefits coordinator at the ACR office. Availability of full-time positions and accompanying benefits are house specific; you may be eligible only after satisfactory completion of training.

**🞎 Yes 🞎 No** **I have read and understand these requirements and information regarding employment at ACR.**

### **Top 10 Reasons Why I Want to Work for ACR Homes**

Please use one or two words to list in order—from most important to least important—what your top ten reasons are for wanting to work for ACR Homes

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5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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### **Position Applying For:**

* Direct Care Professional
* Jr DCP
* Float
* RN
* LPN
* Residential Supervisor
* Maintenance
* Barista (at J. Arthur’s Coffee)
* Office (please specify position in the field below)
* Other

**Hours per week preferred**: (Most shifts are 8 hours long. A minimum of 10 shifts/month is required (2-3/week)

🞎 full-time 38-40 hours/week

🞎part-time less than 30 hours per week

Preferred start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**When are you able to work?** (Check all that apply.)

🞎Mornings 🞎Days 🞎Evenings 🞎Awake Nights 🞎Weekends

**🞎 Yes 🞎 No** **Prior to today, have you ever applied to ACR Homes?**

**🞎 Yes 🞎 No** **Have you ever been employed by ACR Homes in the past?**

## How did you learn of this position? (Check all that apply)

* From an ACR Employee (name of ACR employee)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Oral Presentation at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Job Fair At: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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* Print advertisement (name of publication): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Online

🞎 Facebook-video (which video?)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 Facebook-blog (which blog?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 Facebook-other (any specific topic?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 Twitter (any specific tweet?)

🞎 Instagram (which Instagram post?)

🞎 Website (name of website e.g. Indeed, Craigslist, Monster):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you checked more than one, which one of the above most influenced your decision to apply?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Where do the people you know look for/hear about jobs?** \_\_\_\_\_­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorization to Keep a Photo on File:**

**🞎 Yes 🞎 No** If I am hired, I authorize ACR to take a photo of me to keep on file for identification purposes.

**Non-Compete Agreement:**

**🞎 Yes 🞎 No** Are you willing to sign a Confidentiality and Non-Compete Agreement with ACR Homes whereby you agree that, while working for ACR and for one year after, you will not develop a business or help another person or business to design, develop, or market a competing product in competition with ACR?

**🞎 Yes 🞎 No** Are you subject to a non-compete agreement from a previous employer? If yes, please give us a copy of that agreement.

**DRIVING STATUS**

**A valid U.S. Driver’s License is required** for all group home positions with ACR Homes. Are you able to meet this

requirement? 🞎 Yes 🞎 No Comment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State where issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A reliable form of transportation is required**, as you may be asked to transport the people we support in your own vehicle. Are you able to meet this requirement? 🞎 Yes 🞎 No Comment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***For insurance purposes,*** *please indicate below if your driving record during the past* ***three*** *years reflects any of the following violations. If you have questions as to what constitutes a moving violation, please call ACR at 651-415-9991.*

**Identify all moving violations** you have had in the last three years: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you had three or more** moving violations or accidents or combination thereof? 🞎 Yes 🞎 No

**Have you had a conviction** for careless and reckless driving, DUI/DWI, refusing a substance test, hit and run, manslaughter, eluding a Police Officer, any felony, drag racing, suspension or revocation of license, and driving while license suspended? 🞎 Yes 🞎 No

*If you answered yes to either of the last two questions, our insurance company may not be able to insure you. Please give a brief explanation of the most recent violation including the year:*

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### **Short Essay: “A Random Act of Kindness” (100-200 words)**

*Reflect on a time you did something for someone whom you knew could not repay the favor. Briefly describe the incident. How did it make a difference for the person you helped? Did it have an impact on you? On others?*

***.***

**Work History**

 Please list below your current and previous employment, beginning with your most recent work.

**Employer Name and Address Dates of Employment Job Title and Nature of Duties**

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**Other Achievements**

Where did you go to high school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer experience you have had: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Honors or achievements earned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If you are currently enrolled as a student, where? Field of study? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate any current credential/training status in CPR, Med Administration, First Aid, OSHA, or other training relevant to this job including EMT Training and RN or LPN degrees:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Work References**

**\*\*We STRONGLY encourage references to be emailed as it creates a significantly faster application process\*\***

**Work References**

Please list three references whom we can contact about your work and general character. References from supervisors at previous or current employment preferred. If desired, however, you may include a supervisor from a non-employment situation such as a volunteer organization or an educational advisor. We strongly prefer to contact your references by email to speed up your application process; if for some reason you prefer to have us contact them by mail, please provide mailing addresses.

**We STRONGLY prefer to contact your references by email to speed up your application process.**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Supervisor Company Name Relationship (i.e. manager)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-mail Phone Best Time to Call

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Supervisor Company Name Relationship (i.e. manager)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-mail Phone Best Time to Call

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Supervisor Company Name Relationship (i.e. manager)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-mail Phone Best Time to Call

## APPLICATION FOR EMPLOYMENT

**To the Applicant:**

**Thank you for your interest in ACR Homes. We will review your application and contact you if we determine that your qualifications are appropriate for positions we may have available. After completing the entire application process, your application and/or credentials are kept on file for three months. ACR Homes is an equal opportunity employer.**

**Please feel free to submit a resume, if you have one, along with this application. However, if you do, please fill in the application completely in addition to your resume.**

**PLEASE NOTE:** As part of the application process for ACR Homes you may be asked to complete a number of tasks, including but not limited to: the application, the Wonderlic Personnel Test, the California Psychological Inventory, and a short interview. The process usually takes at least 2-3 hours. Additional interviews or testing may follow the application process. Although the application process can seem long and tedious, it is reflective of certain aspects of the job. A primary aspect of the job involves the ability to interact positively with people who have disabilities. However, there is also a need to do detailed paperwork. Therefore, the patience required to complete the interview process indicates to us this facet of your potential to do the job. Thank you for your time and your cooperation.

I have read the above process, and agree to complete this application with accurate information to the best of my knowledge. I understand that if any of the information on the application is subsequently shown to be false or misleading, my employment with ACR may be terminated.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Signature Print Name Date

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Signature Print Name Date

I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that if employed, falsified statements on this application may lead to my dismissal. I further understand that if I am hired by ACR, my employment will be at-will, meaning that I may resign at any time and the company may terminate my employment at any time and for any reason. No representative of the company has the authority to alter the at-will nature of my employment, except in a written contract of employment signed by me and Executive Director of ACR.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_