

## APPLICATION FOR EMPLOYMENT

Thank you for your interest in working for ACR Homes! ACR provides residential care for people with disabilities, as well as care for the elderly including memory care through our affiliated company [Arthur’s Senior Care](http://arthursresidentialcare.com/).

To apply, please complete and submit this application form and **attach a resume if you have one** (not required**)**.  We will review your written application and, if we determine that your qualifications fit a position we have available, we will contact you to come in to one of our offices to complete the application and interview process.

APPLICANT INFORMATION

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

 First Middle Last

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Present Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street City State Zip

 Permanent Address (if other than above):

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

 Street City State Zip

**🞎 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** Are you 16 years old or older? Note: all group home employees must be at least 16 years old and there are substantial work restrictions for employees under age 18.

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

**Requirements for Employment by ACR Homes**

**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.

**Tobacco Free**: ACR Homes is smoke-free and tobacco-free. Smoking, e-cigarettes, or any use of tobacco or vaping is prohibited while on duty or on Company premises, or while operating any Company vehicle or equipment.

**Lifting**: the ability to occasionally perform awkward, heavy lifting with or without a reasonable accommodation is a requirement of all direct care positions at ACR.

### **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.

**Driving Record**: You may be disqualified from employment if you have a history of 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, moving violations, or accidents. A valid U.S. Driver’s License and a reliable form of transportation are required for all direct care positions with ACR Homes. Note: student employees from U of M and UWRF campuses have access to ACR vehicles through the ETP program.

**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.** Employees 18 or older may be asked to transport the people we support either in your own vehicle or, for U of M and UWRF students, in an ETP vehicle.

Are you able to meet this requirement? 🞎 Yes 🞎 No Comment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***For insurance purposes,*** *please indicate below if your driving record 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:*

**Position Applying for:**

**🞎** Direct Care Professional/Direct Care Assistant

**🞎** Other (name of position): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*By signing below, I confirm that I have completed this application with accurate information. I understand that if I am hired and any of the information on the application is subsequently shown to be false or misleading, my employment with ACR may be terminated*.

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Signature Date Referred by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please attach a resume if you have one.** We will review your written application and, if we determine that your qualifications fit a position we have available, we will contact you to come in to our office to complete the application and interview process. **Be prepared to bring your driver’s license, social security card, and 3 work references.**