

Application for Employment

Personal Information

Name

Address: Street, City, State, Zip

Phone Number

Email address

Position

Position you are applying for

Available start date

Employment desired

Full time

Part time

Seasonal/Temporary

Are you currently employed?

Y N

May we contact your present employer?

Y N

Have you ever been convicted of or have pending charges of any barrier crime?

Y N

Have you been convicted of or have pending charges of drug or alcohol related offense?

Y N

Have you ever been employed by this organization in the past?

Y N

Education

School	Location	Years attended	Degree Received	Major

Certifications

List any certifications obtained and dates.

Work Experience

Please list work experience beginning with your most recent job held. Attach additional sheets if necessary.

Company	Name of last supervisor	Hrs/week
Address		Start Date
City, State, Zip code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer?	Yes	No

Company	Name of last supervisor	Hrs/week
Address		Start Date
City, State, Zip code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer?	Yes	No

Work Experience (continued)

Company	Name of last supervisor	Hrs/week
Address		Start Date
City, State, Zip code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer?	Yes	No

References

Please include name and phone number. Exclude relatives and former employers

1.
2.
3.

Other Qualifications

1. State why you feel you are qualified for the job which you are applying.

2. Use this space to list any additional skills, qualifications or life experiences that you feel may be helpful to use in considering your application.

Signature _____ Date _____

POSITION: ACTIVITY AIDE

Responsible to: Activity Director

ESSENTIAL DUTIES include the following:

- Interact with participants in a respectful, age-appropriate, and culturally-appropriate manner by honoring participant preferences and requests, in conjunction with Plans of Care, and person-centered care programming.
- Assist in providing social, health, recreation, and entertainment programs.
- Supports participants with ADLs (ambulating, transfers, feeding, etc.)
- Ensure the safety of each participant by monitoring activities, maintaining a sanitary, clutter-free environment, and participating in safety training and emergency drills.
- Maintain program areas, supplies, and equipment ensuring that they are clean/disinfected stocked/replenished, and in good working order daily.
- Assist in serving meals and snacks.
- Works in collaboration with the Activity Director in designing new activities
- Employs assistive equipment and practices throughout the day when transporting, lifting, and working with participants.
- Be comfortable with using technology (Google Drive, Smart Board, iPad, iPod, etc.)
- Stays abreast of emergency procedures and/or updates for each program scenario to ensure awareness of protocols in the event of an emergency.
- Engages in assigned professional development and training.

QUALIFICATIONS:

- High School diploma or GED
- A minimum of one (1) year of experience working with individuals with disabilities in a health care or social service setting preferred.
- Ability to understand and work with the elderly, Alzheimers/Dementia and other age related illnesses.
- Ability to work effectively with colleagues.
- Ability to follow oral and written instructions.
- Ability to communicate effectively.
- Current CPR, First Aid, CPI, and/or Universal Precautions training/license preferred. Will provide training for right candidate.
- Successful physical examination/TB test required.
- Can provide proof of COVID vaccine.
- A Criminal Background Check must meet the requirements of the State of VA licensure for day programming.
- This position does require physical stamina throughout the day.

Revised: May, 2021