



Employment Application

Current Date:	Date Available to Work:
Name of Applicant:	
Home Phone:	Cell:
Address:	City: Zip:
Date of Birth (optional):	Social Security No. required:

Training Position Applying For: In-Home Trainer Day Support Trainer

How did you hear about VITO (referred by): _____

Please identify specific hours and days you are available to work; if you are not available on a given day, please note:

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Identify any Professional Certifications/Licensures held and the expiration date (include teaching certificates, First Aid, CPR, behavior management):

Please answer the following questions:

Have you ever been discharged or asked to resign from a former position?	YES	NO
Have you ever had a certification or license revoked or suspended?	YES	NO
Have you ever been convicted of any offense involving sexual molestation, physical or sexual abuse of a child?	YES	NO
Have you ever been convicted of a misdemeanor (excluding minor traffic violations), felony, or a crime of moral turpitude?	YES	NO
Are there any criminal charges or proceedings pending against you?	YES	NO
If you answered yes to any of the above questions, please give the reason/explanation below:		

OFFICE USE ONLY

Date Interviewed:	Interviewer:
Qualified/Eligible for Employment	Not Qualified/Not Eligible for Employment
Start Date, if applicable:	Position:

Applicant Name: _____

Date: _____

Education

School Name	Address	Years in Attendance	Field of Study	Type of Diploma/Degree	Highest Grade Completed
High School:					
College:					
Other:					

Experience – Please list chronologically your work experience beginning with the most recent:

Employer	Address & Phone Number	Position/Title	Dates of Employment	Reason for Leaving	May We Contact Them?
					YES NO
					YES NO
					YES NO

References – Please identify three professional references including current and past supervisors:

Name & Position	Phone Number	Company/School	OFFICE USE ONLY Verification of References

Please answer the following questions:

Do you have a valid VA Driver's License?	YES	NO
Do you have your own reliable transportation?	YES	NO
Do you have current car insurance?	YES	NO
Will childcare be an issue?	YES	NO
Do you have a legal right to employment in the United States? Documentation will be required.	YES	NO
Have you worked for VITO in the past - If yes, note last date worked and reason for leaving	YES	NO

If hired, applicant will be responsible for making sure his/her Personnel File is current at all times. A Sworn Disclosure Statement, Child Protective Service Registry Check, Criminal Background Check, and a TB Test are all required by state regulations for employment. All references will be verified. By signing below, you agree to the investigation and reference checks and authorize that all information submitted is accurate to the best of your knowledge.

Date: _____

Signature of Applicant: _____

It is VITO policy to maintain completed applications on file for 6 months.