



Gem City Behavioral Solutions, LLC

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Pay: \$ _____

Position Applied for: _____ Type: Part-time Full-time Internship

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

Highest Level of Education: Highschool Some College Associate Degree Bachelor's Degree
 Master's Degree Doctoral Degree

School Name: _____ From: _____ To: _____

Did you graduate? YES NO Diploma/Degree: _____

References

Please list three references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
YES NO
May we contact your previous supervisor for a reference?

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
YES NO
May we contact your previous supervisor for a reference?

Field Experience / Certification

Do you have an active professional certification? YES NO

If yes - What type of professional certification do you have? _____
- What is the expiration date? _____
- What is your full certification number? _____

Do you have an active CPR/AED certification? YES NO

Have you ever been terminated from employment for unethical or unprofessional behavior? YES NO

Are you willing to undergo BCI/FBI and 10-year background checks? YES NO

Do you have experience working with children and/or teen with disabilities? 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.*

Signature: _____ Date: _____

Send your completed application **AND** a copy of your resumé to atompkins@gemcitybehavioral.com.

Disclosures

If selected for employment, you will be asked to produce a valid government issued ID, proof of education (official transcript), proof of your active professional and CPR/AED certification (if applicable), and proof of vehicle insurance. Furthermore, you will be asked to complete a BCI/FBI and 10-year background checks within two-weeks of your start date.

If selected for employment, you may be asked to travel to client and family homes for to render “in-home” services.

For the safety and privacy of our client base, if selected for employment you will be expected to be up-to-date with and adhere to all Health Insurance Portability and Accountability Act (HIPAA) Guidelines, Healthcare Ethical and Safety Guidelines, and company policies and procedures. Furthermore, you will be expected to practice only within your field of experience and within your professional abilities, maintain your professional certifications, maintain a professional and healthy atmosphere for our clients and families, and collaborate with other professionals in and outside your field of experience.

All employees of Gem City Behavioral Solutions, LLC and its affiliates, receive company policy and procedural training regardless of their level of education or experience.

Gem City Behavioral Solutions, LLC and its affiliates pride themselves on providing consistent services for our clients and balanced working hours for our employees. It is common for working hours to fluctuate throughout the year, based on your availability as well as the availability our clients and families. We strive to coordinate and accommodate availability changes where we are able.

Gem City Behavioral Solutions, LLC and its affiliates are equal opportunity employers.