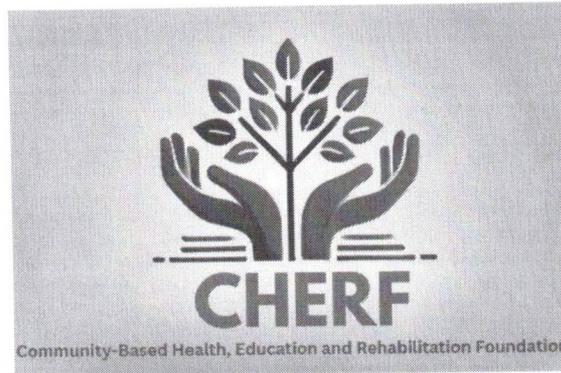


**At Community-Based Health, Education, and Rehabilitation Foundation
POSITIVE BEHAVIOR comes first!**



Before completing your employment application, we want you to know some essential information.

The Community-Based Health, Education, and Rehabilitation Foundation is dedicated to a set of values that prioritizes the ongoing development of the individuals we serve and the employees who support them. We recognize the importance of growth for everyone involved as each person works towards becoming an engaged and valued community member.

The Community-Based Health, Education, and Rehabilitation Foundation is committed to fostering a workplace free from drugs and alcohol and providing the best possible services to the individuals we serve. Therefore, as part of our ongoing commitment to a safe and supportive environment, employees may be selected to participate in random or cause-related drug and alcohol testing. Your cooperation in this process is greatly appreciated.

SUBSTANCES COVERED BY THE TESTING ARE ALL DRUGS & ALCOHOL

Following this page, you will find a two-page document titled Position Description. We encourage you to read it carefully, as it contains essential information about job duties and responsibilities and answers to any inquiries regarding wages and benefits. Thank you for your attention to this matter.

COMMUNITY-BASED HEALTH, EDUCATION AND REHABILITATION FOUNDATION (CHERF)
[hereinafter CHERF]

Direct Support Professional [DSP] Position Description

You are applying for a Direct Support Professional (DSP) position. **CHERF** would like to provide a brief (not all-inclusive) **description of possible duties.**

1. A DSP is expected to display the following character traits: alertness, cooperation, honesty, initiative, positivity, respect, and responsibility.
2. You will work in the homes of adults and children with disabilities. Respect for the person, their belongings, and their home is required!
3. Some people may have secondary disabilities (for example, speech, vision, hearing, ambulation, and/or self-control issues).
4. You may be called to assist with personal hygiene issues (bathing, restroom use, toothbrushing, or total personal care).
5. You may be called upon to assist individuals with daily household routines (for example, laundry, meal planning, cooking, washing dishes, cleaning bathrooms, vacuuming, and dusting).
6. You may be called upon to provide transportation to people receiving services to their place of employment, therapies, leisure, or activities using public transit, agency-leased vehicles, or your vehicle.
7. You may be required to assist the person receiving support in securing and attending volunteer and other community-based vocation activities in their community to prepare for competitive employment.
8. You will be called upon to assist people receiving services in a wide range of leisure activities of their choosing (for example, swimming, bicycling, movies, concerts, church/church activities, picnics, and amusement parks).

Additionally, **CHERF** would like to inform you of practices that may affect your decision to pursue employment. Hiring decisions are based on identified character traits, skills, and experience.

1. Oklahoma is an at-will employment state; therefore, **CHERF** is an at-will employer.
2. Qualified applicants may be given a conditional job offer. While employed, employees must meet and continue to meet all conditions, or the offer of employment will be withdrawn.
3. You will be asked to complete pre-employment hiring forms.
4. All employees must complete Foundation Training, CPR, First Aid, and training provided by DHS-DDS before any work hours can be scheduled. In addition, they will be required to complete the Residential Modules during the first six months of employment. Other training specific to the person receiving services will also be required. Training classes are considered a part of your job and must be taken seriously. Failure to attend any scheduled training will result in a mandatory payroll deduction.
5. A person with no training will be hired at \$13.00 hourly for all subsequent direct service and training hours and is eligible for a raise to \$13.30 hourly after 6 months with the supervisor's evaluation and recommendation.
6. A partially or fully trained person with 6 months of verifiable experience will be hired at \$13.30 hourly.

COMMUNITY-BASED HEALTH, EDUCATION AND REHABILITATION FOUNDATION (CHERF)

[hereinafter CHERF]

7. Full-time employees (scheduled for and working 30 hours a week or more) can enroll in the insurance program upon completing 60 days of employment. The employee is responsible for contacting the Human Resource Manager and completing the necessary enrollment forms.
8. A valid and unrestricted Oklahoma driver's license is strongly recommended. Your driving record will be checked with the Department of Public Safety. Your driving record and proof of insurance could affect your suitability for hiring and/or continued employment. The cost of this check may be deducted from your pay in whole or installment payments.
9. If you use your vehicle to provide transportation, you must submit a copy of your current proof of insurance with the reimbursement request to be paid for mileage. When driving your vehicle during scheduled work hours, automobile coverage is the sole remedy for accidents, liabilities, and damages.
10. You will be required to submit to a felony/misdemeanor criminal background check and a check of the following registries: Community Services Worker Registry, Sex Offender Registry, Violent Crime Registry, Health & Human Services Office of Inspector General Registry, and Nurse Aid Registry. You may be subject to additional background &/or other registry checks. The cost of these checks may be deducted from your pay in whole or installment payments. The initial and all post-hiring check results can affect your eligibility for hiring and continued employment.
11. All employees are required to attend monthly "house" or "staff meetings." You will be paid your hourly wage for attending.
12. You will be required to attend **CHERF's** new employee orientation.
13. Attendance at scheduled training or staff meetings is mandatory and a condition of continued employment. Exceptions are made only in extreme cases and with prior notification. Training classes are considered a part of your job and must be taken seriously. Failure to attend any scheduled training will result in a mandatory payroll deduction.
14. You must complete training mandated by DHS-DDS upon hire and annually thereafter. You are responsible for submitting proof of satisfactory completion of all current training.
15. All shifts are considered awake and working positions unless notified otherwise.
16. If you cannot work your scheduled shift, YOU MUST arrange for a qualified CHERF employee to cover your shift.
17. You earn vacation time (vested) during your first year of employment. You are eligible for earned vacation time after your first anniversary date.
18. The home operates 365 days a year, including weekends and ALL holidays. You will be paid time and a half for hours worked when either scheduled to work or called in on the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas.
19. Payroll will be distributed by **Direct Deposit** or **pay card** only.
20. Work schedules will be posted in the home to which you are assigned. Your weekly work schedule may vary. Consistency in the scheduled hours depends on how many hours are funded and prescribed by DHS-DDS.
21. **CHERF** maintains a drug and alcohol-free workplace. Periodic and random drug and alcohol screens and "for cause" drug and alcohol screens are conducted. The unlawful manufacture, distribution, dispensing, possession, and/or use of a controlled substance while on paid time is prohibited and grounds immediate termination.

COMMUNITY-BASED HEALTH, EDUCATION AND REHABILITATION FOUNDATION (CHERF)
[hereinafter CHERF]

22. **CHERF** has a ZERO tolerance for workplace violence. Violations of this policy result in immediate termination.

After reading the Direct Support Professional Position Description, please answer the following questions:

What is your definition of character?

Why should an employer care about the character of its workforce? _____

Signature _____ Date: _____

COMMUNITY-BASED HEALTH, EDUCATION AND REHABILITATION FOUNDATION (CHERF)
[hereinafter CHERF]

APPLICATION FOR EMPLOYMENT

Applicants should be aware that hiring decisions are based on a competitive interview that focuses on learning about an applicant's character development, previous work experience, and skill level.

Personal Information

Date: _____

Name: _____
 First Middle Initial Last

Address: _____

State: _____ City: _____ ZIP Code: _____

Social Security #: _____ Home Phone: _____ Cell Phone: _____

E-Mail: _____

Special Questions

1. How did you hear about the Community-Based Health, Education, and Rehabilitation Foundation?
2. Do you have a current, valid, and unrestricted driver's license? Yes No
3. Do you have other commitments and responsibilities that could prevent your regular attendance at work?
 Yes No If Yes, Explain:
4. This position might require overtime and/or excessive hours. Would you be able to meet this requirement?
 Yes No If no, why?
5. Have you ever pled guilty or nolo contendere to, been convicted of, received a deferred/suspended sentence, or been placed on probation for a criminal offense [other than minor traffic violations]?
 Yes No If yes, please explain.
6. Are there any criminal or traffic charges pending against you? Yes No If yes, fully explain.
7. Has your name been entered on the Community Services Worker Registry maintained by OK DHS-DDS?
 Yes No
8. Do you have any reason to believe your name will appear on this registry in the future? Yes No
9. Is any additional information relative to a change of name or the use of an assumed name or nickname necessary to enable a check on your previous work record? Yes No
If yes, explain
10. Have you ever applied to this company before? Yes No If yes, where and when?

COMMUNITY-BASED HEALTH, EDUCATION AND REHABILITATION FOUNDATION (CHERF)
[hereinafter CHERF]

11. Have you ever worked for this company under a different name? Yes No If Yes, list names

12. Do you know anyone currently working for this company? Yes No If Yes, please list the name(s)

13. Are you authorized to work in the US? Yes No (CHERF will verify your eligibility to work in the United States via participation in the DHS/SSA E-Verify program.)

14. What language(s) do you speak/read/write fluently?

Employment Desired

Position: _____ Date available to start: _____

Are you currently employed? Yes No If yes, may we inquire about your present employment? Yes No

Educational Background

	Name and Location	Did you graduate	Area of Study or Major
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No If no , do you have a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade or business school		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Personal References and Emergency Contact

List the name and phone number of **at least three people** you feel would be willing to provide a personal reference.

Name	Phone Number	Relationship	Years Known

In case of emergency, please contact:

Name: _____

Relationship: _____

Phone number: _____

COMMUNITY-BASED HEALTH, EDUCATION AND REHABILITATION FOUNDATION (CHERF)
[hereinafter CHERF]

By State policy, we are required to verify your employment with all former employers. Please thoroughly read and complete the attached *Employment Application Supplement*. Failure to comply could affect your status in the position selection process.

I certify that the information in this application is accurate and complete to the best of my knowledge. I understand that if I am employed, any false statements made on this application may lead to my dismissal. I authorize the investigation of all statements herein and allow the references listed to provide you with any information regarding my previous employment and any relevant personal information. I release all parties from any liability arising from giving this information to you.

I acknowledge receiving a copy of DDS 59 (Rights and Responsibilities of Community Service Workers in an Investigation of Maltreatment) for my information. I understand and agree that, if hired, my employment is not for a definite period and may be terminated at any time without prior notice, regardless of the date I receive my wages and salary.

Date: _____

Signature: _____

COMMUNITY-BASED HEALTH, EDUCATION AND REHABILITATION FOUNDATION (CHERF)
[hereinafter CHERF]

Name of applicant (print):	Date:
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According to DDS Policy, all applicants must **report every former employer**, even if those employers are no longer in business. Providing false information may lead to termination of employment. If you need more space, please use the back of this page.

Employer Name and Location	Position Held	Dates of Employment (MM/YYYY)	Phone # and Fax #
		From:	Phone:
		To:	Fax:
		From:	Phone:
		To:	Fax:
		From:	Phone:
		To:	Fax:
		From:	Phone:
		To:	Fax:
		From:	Phone:
		To:	Fax:
		From:	Phone:
		To:	Fax:
		From:	Phone:
		To:	Fax:



Employment Application Supplement

General Information

Applicant (print) _____ Date _____
CHERF

Provider agency

A community services worker (CSW) may be prosecuted criminally for having sexual contact with a person in their care. CSW's must sign this form per 43A O.S. § 10-113 and 10 O.S. § 1430.3 known as the Breanna Bell Act.

As I apply for a job as a CSW, I understand:

- prior to hiring me, the community services provider is required by Oklahoma law to conduct a search of:
 - criminal history records with Oklahoma State Bureau of Investigation (OSBI); and
 - Oklahoma Department of Human Services (DHS) Community Services Worker Registry (Registry);
- the community services provider is prohibited by Oklahoma law from hiring, contracting with, or using as a volunteer, any person:
 - convicted, plead guilty, or plead *nolo contendere* to misdemeanor assault and battery or a felony, except under circumstances described in Oklahoma Administrative Code (OAC) 340:100-3-39; or
 - whose name appears in the Registry;
- my employment may be terminated if my name appears in the Registry, even though my name may not have been in the Registry at the time of my application or my hiring;
- I must report to the community services provider all of my current and previous employers who provide services to children and adults who are vulnerable;
- giving false information regarding my current and previous employers may result in termination of my employment; and
- Section 405.3 of Title 10 of the Oklahoma Statutes requires DHS to establish and maintain a Restricted Registry, also named Joshua's list. Individuals recorded on the Restricted Registry are prohibited from licensure, ownership, employment, unsupervised access to children, and/or residence in a facility or program, licensed, certified, operated, or contracted by, or with, DHS. Foster parents who contract with DHS are also subject to the Restricted Registry.

Signatures

Applicant signature _____ Date _____

Routing

- Original - community services worker personnel record
- Copy - community services worker