



## 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.

To apply, please complete and submit this application form. 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: Employees must be at least 16 years old; there are work restrictions for employees under age 18.

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

### Position Applying for:

**DCP / DCA** (Direct Care Professional, age 18 and over / Direct Care Assistant, age 16-17)

**Float** (Emergency /Long-Term)

**Shift RN or LPN**

**Case Manager RN**

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

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

### 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 and a valid Social Security card (for payroll). All documents need to be presented to an ACR HR office staff member within 3 business days of starting employment. 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. 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.

**Confirm Tobacco Free:** ACR Homes is smoke-free and tobacco-free. This means smoking, vaping, and use of tobacco products and e-cigarettes are prohibited while on duty or on company premises, and while operating company vehicles.

**Confirm 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.

**Confirm Work with Both Male and Female Clients:** As with most healthcare settings, you must be able to provide care for both male and female clients.

**Confirm 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, suspension or revocation of license, driving with suspended license, drag-racing, or three or more moving violations or accidents.

## DRIVING STATUS

A valid U.S. Driver's License is required for employees age 18 and over. Can you meet this requirement?  Yes  No  
 **NA, under age 18.** If you are under 18 and have a driver's license please complete the following. This will be useful when you turn 18.

Driver's License # \_\_\_\_\_ State where issued: \_\_\_\_\_

Employees age 18 and over will occasionally need to transport the people we support either in a company vehicle or in their own vehicle as an incidental part of the job. Note: student employees from the UMN and the UWRf campuses have access to ACR vehicles through the ETP program. **Do you have access to a reliable form of transportation?**  Yes  No

Comment \_\_\_\_\_

**For insurance purposes,** please indicate below if your driving record reflects any of the following violations.

Yes  No **Have you had three or more moving violations or accidents** or combination thereof? *If you have questions as to what constitutes a moving violation, please call ACR at 651-415-9991.*

Yes  No **Have you had a conviction** for careless and reckless driving, DUI/DWI, refusing a substance test, hit and run, manslaughter, eluding police, any felony, drag racing, suspension or revocation of license, or driving while license suspended?

*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 any moving violations, accidents or convictions, including the year:*

## 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.*  **Confirm** I have read and understand ACR's Core Value Statement and if I am hired I agree to support it.

*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.*

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. **Please come prepared to provide the email addresses for 3 professional references.**