

Progressive Alternatives

PO BOX 20054, 424 S. Drake Road, Kalamazoo, MI 49019 Phone 269-200-4518 Fax 269-353-9011
Website: www.progressivealt.com

APPLICATION FOR EMPLOYMENT

Date applied: _____ Date interviewed: _____

Interviewer: _____ Status: _____

We are an equal opportunity employer. It is the policy of this organization not to discriminate on the basis of race, sex, religion, national origin, marital status, age, weight, height, color or handicap in the hiring, promotion, payment or discipline of employees.

If you are a person with a disability, you may request any needed reasonable accommodation to participate in the application process or interview process. This request should be made in advance so that we can make an accommodation. We will not discriminate against a person with a covered disability under the Americans with Disabilities Act in regard to employment practices, or terms, conditions, and privileges of employment.

Name: _____ Social Security #: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Home number: _____

Cell /pager/message number: _____

Position applying for: _____

How did you hear about this job? _____

Please check your answers to the following questions:

Yes No The position you applied for requires driving; do you currently have a valid driver's license? Driver's License Number _____

Yes No The position you applied for requires a good driving record with less than 6 points on your license. Do you meet this requirement?

Yes No Are you 18 years of age or older?

Yes No Do you have a reliable vehicle/transportation to use during working hours?

Yes No Do you have insurance coverage on your vehicle and can provide proof?

Yes No Are you a High School Graduate or do you possess a G.E.D.?

Yes No Have you ever plead guilty to or no contest, or been convicted of any crime, including sex related or child abuse related offenses? If yes, please explain:

 Yes No Are there any felony charges pending against you? For what charge(s): _____

Have charges ever been substantiated against you for abuse, neglect, exploitation, mishandling client funds or other recipient's rights violations in an investigation by:

Department of Commerce / Department of Consumer and Industry services? Yes No

Department of Social Services / Family Independence Agency? Yes No

Any Community Mental Health Recipient Rights office? Yes No

If "yes" is answered to any of the above, please explain (attach additional pages if necessary):

EMPLOYMENT HISTORY

***Please list most recent employer first:

Employer Name	Address including City/State	Job title	Dates Of Employment	Reason for Leaving
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

___ Yes ___ No Have you or a relative ever been employed by Progressive Alternatives before?
If yes, give dates employed and indicate if employed under a different name:

EDUCATION

High School Attended: _____ Graduate _____ G.E.D. _____

Additional schools/training:

PROFESSIONAL REFERENCES

	Name	Address	Phone Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

May we contact any of your professional references listed above? ___ Yes ___ No

EXPERIENCE

___ Yes ___ No Are you a CENA? Date obtained: _____ Where: _____

___ Yes ___ No Have you completed any of the county Mental Health trainings?

Date completed:

- CPR _____
- First Aid _____
- Recipient Rights _____
- Medications _____

___ Yes ___ No Do you have any experience in Rehabilitation or Head Injury? If yes, please Describe: _____

___ Yes ___ No Do you have any experience in Physical Intervention/Behavior Management Programs? If yes, Describe: _____

___ Yes ___ No Do you have any management/supervisory experience, and in what capacity? Describe: _____

___ Yes ___ No Have you ever had any attendance problems at your previous employers? If yes, Please explain: _____

Availability

Yes No According to Progressive Alternative's policy, you are required to work every other weekend and scheduled holidays. Are you able to meet this requirement?
 Yes No Are you available for shift work? If so which shifts (1st, 2nd, 3rd)?:

Yes No Do you have any routine commitments that require special accommodations of your schedule? If yes, please list: (ie. Coach Baseball every Thurs. 5-8pm & games every Sat. from 1-3pm May thru August).

***Please answer the following questions in your own words. Remember to answer and complete all the questions. Please feel free to attach additional page if necessary, although your answers need not be lengthy.

1. What do you think rehabilitation is?

2. Why are you interested in this position?

3. What do you feel are your strengths that would make you a good team member?

4. Please list your leadership qualities and an example of how you used this in the past.

5. How do you handle confrontation? Give an example of a situation and how you dealt with it.

6. What is stressful for you, and what techniques do you utilize to handle stress?

7. Once you have completed all job duties, what do you decide to do next?

8. Give an example of how to motivate your co-workers.

9. If you have not finished your work or anticipated goals by the end of the workday, how would you feel and how would you handle the situation?

I understand that any dishonest, false or incomplete answers on this application or in any subsequent interviews are grounds for immediate dismissal. Should employment be offered, it shall be noted that employment is conditional until criminal history and other employment verification is completed and returned.

Signature _____ Date _____

Progressive Alternatives Employee Reference Check

TO	FROM
Company/Name	Company PROGRESSIVE ALTERNATIVES
Address	Address P.O. BOX 20054 KALAMAZOO, MI 49019
Contact Name	Name CHERYL ZELLMER
Title	Title HUMAN RESOURCES COORDINATOR
Phone	Phone 269-200-4518 x211 Fax 269-353-9011

TO BE FILLED OUT BY APPLICANT

<p>I have made application for employment with the above listed employer. I hereby request and authorize you to furnish the above listed employer with any information concerning my employment record, character, habits and ability. I do hereby release the addressed entity and all individuals concerned from any claims, suits and liabilities for any damage whatsoever resulting from their actions and conduct in responding to this request and the giving of such information.</p>	
Employee Name Used While Employed with Above Company	
Social Security Number	
Dates of Employment	From To
Position/Title	Dept.
Immediate Supervisor Name	
Employee Signature	

WE WILL ASK THE FOLLOWING BE FILLED OUT BY PREVIOUS EMPLOYER

Dates the applicant was employed by your company?	From	To
Were there any attendance problems?	Yes	No
Were there ever any disciplinary actions that needed to be taken?	Yes	No
Is the applicant eligible for rehire?	Yes	No
Comments		
<p>FAX BACK TO: 269-353-9011 Attention: Human Resources/Cheryl Zellmer</p>		

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Company/Name	Company PROGRESSIVE ALTERNATIVES
Address	Address P.O. BOX 20054
	KALAMAZOO, MI 49019
Contact Name	Name CHERYL ZELLMER
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EMPLOYMENT

Progressive Alternatives is a growing Rehabilitation Services Company serving individuals with traumatic brain injuries (TBI), spinal cord injuries (SCI) and orthopedic trauma in a variety of settings including: Licensed Adult Foster Care (AFC) home, Assisted Living home, Specialized Residential Apartment homes and individuals in their own home. We are always seeking part time, caring responsible employees with a willingness to train as Rehabilitation Aides. Our Aides assist our clients to become as self-sufficient as possible, functionally, behaviorally and socially. If you obtain pleasure from helping others this may be a career opportunity for you.

REQUIRED QUALIFICATIONS

- Must be 18 years or older, and possess a High School Diploma or GED.
- Must present two (2) acceptable forms of identification proving eligibility to work in the U.S. (such as a Michigan Driver's License, Social Security Identification Card, U.S. Military Identification Card, U.S. Passport, an original or certified copy of a Birth Certificate issued by a State or municipal authority, etc.).
- Must demonstrate good oral, written, interpersonal communication skills.
- Must have a Current/Valid Driver's License for shifts that may require driving.
- Must have a good driving record with less than 6 points and NO at Fault Accidents or Major Violations in past 3 years for shifts that may require driving.
- Must have a reliable vehicle to use when working AND provide current and ongoing proof of auto insurance for shifts that may require driving.
- Must be willing to travel to any assigned work site location and work any assigned shifts.
- Must be able to pass criminal history background check and required trainings once hired.
- Must not have any substantiated findings of abuse or neglect or any Recipient Rights Violations in their work history.
- Must be available for shift work for current openings, 1ST (7am-3pm or 8am-4pm), 2ND (3pm-11pm or 4pm-12am), 3RD (11pm-7am or 12am-8am) & weekends as required (usually every other).

PREFERRED QUALIFICATIONS

Some previous experience in health care such as prior work as a Home Health Aide; prior work in an AFC, or group home, or nursing home; or experience in rehabilitation or previous training and/or coursework for certification as an MA, CENA, HHA, MAA, OT, OTA, LPN, CBIS, etc.

COMPENSATION/BENEFITS

Progressive Alternatives provides competitive wages based upon training and experience. If the applicant has schedule flexibility and meets our qualifications they can expect to have shifts totaling up to 30 hours per week, and year round employment. Benefits include: paid training, paid vacation and sick leave as accrued (sick leave is earned by full time staff only), holidays paid at time and a half for holidays worked, access to our Employee Assistance Program, availability to join the gym under our discounted corporate membership program, and many other benefits in a rewarding environment where you and your contributions are acknowledged and appreciated.

HOW TO APPLY

1. Pick up a job application at Progressive Alternatives office, located at: 424 S. Drake Rd, Kalamazoo, MI, 49009. Need Directions? Call (269)200-4518 Ext 212
2. Complete our electronic Job Application by clicking [here](#).
3. Request a faxed or emailed Job Application by calling 269-200-4518 Ext 211 or by clicking [here](#) and then you may return the completed application in person or by mail to the above address and Attn: Cheryl Zellmer, Human Resources Coordinator or by emailing it to: cheryl.zellmer@progressivealt.com .

Thank you for your interest in employment opportunities with Progressive Alternatives!!