

Date of Application _____

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip Code _____

Day Phone _____ Evening Phone _____ Cell Phone _____

Email _____

Position For Which You Are Applying

Service Coordination/CDDO
 Clerical/Support Services
 Finance
 Day Services
 Residential Services
 Management

Work Availability

Full Time
 Days
 Evenings
 Weekends
 On-Call
 Overtime
 Holidays
 Other _____

Education

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School			
College Bus. or Trade School			
Professional School			
Other			

Licenses and Training

You must have a valid driver's license to be employed by Riverside Resources, Inc. Please read the last page of this application for clarification. If you have current/valid certificates or licenses in any of the following, please complete the following information.

Do you have a valid driver's license? Yes No

Type of License/Training	Date of Training	Date Expires	License Numbers
Valid Driver's License/List State			
Valid Commercial Driver's License			
First Aid			
CPR			
CNA License			
Other/List			

Please Note: If given an "Offer of Hire", you will be required to present the original certification and/or license.

■ Previous Employment

Start with your most current employer and list all paid and volunteer employment for the past five years.
Do not leave any sections blank. Explain any gaps in employment.

Name of Employer _____

Name of Last Supervisor _____

Dates of Employment: From _____ To _____

Salary: Starting _____ Ending _____

Complete address _____

Phone # _____

Last Job Title _____

Reason for Leaving (be specific) _____

May we contact your employer? Yes No

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

Name of Employer _____

Name of Last Supervisor _____

Dates of Employment: From _____ To _____

Salary: Starting _____ Ending _____

Complete address _____

Phone # _____

Last Job Title _____

Reason for Leaving (be specific) _____

May we contact your employer? Yes No

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

Name of Employer _____

Name of Last Supervisor _____

Dates of Employment: From _____ To _____

Salary: Starting _____ Ending _____

Complete address _____

Phone # _____

Last Job Title _____

Reason for Leaving (be specific) _____

May we contact your employer? Yes No

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

Have you ever or are you currently serving in the military?

If yes, fill out table:

Branch	Rank at Discharge	From	To

If other than honorable, explain: _____

How did you learn about employment opportunities with Riverside Resources, Inc?

Newspaper/List _____ Personal Reference _____ Other/List _____

Do you know or have you known anyone employed by Riverside Resources, Inc.? Yes No

If yes, please list:

Name _____
Name _____
Name _____

Have you ever been convicted of any crime? ? Yes ? No

If yes, describe in comments section.

Have you ever been adjudicated as a result of abuse, neglect or exploitation? Yes No

If yes, describe in comments section.

Other Comments

After the interview and if I receive an offer of hire, I understand that I must complete the following tests and/or submit the following documentation and failure to do so will result in the offer of hire being immediately and wholly revoked.

1. **Drug Testing:** I understand that if I have received an “offer to hire” from Riverside Resources, Inc., I agree as a condition of employment to take a drug screening test. I understand that either failure to submit a specimen or sample or if analysis reveals the presence of drugs, alcohol or other controlled substances, the “offer to hire” is immediately and wholly revoked and I will be disqualified from any further employment consideration for a period of two years with proof of rehabilitation.

2. Physical Capacity Test (PCT): I understand that if I have received an "offer of hire" from Riverside Resources Inc., I agree as a condition of employment to take a Physical Capacity Test. I understand failure to submit or pass this test could result in the "offer of hire" being revoked.

3. **Background Checks:** I understand that if I receive an “offer to hire” from Riverside Resources, Inc., I agree as a condition of employment, to have background checks conducted as follows: Kansas Bureau of Investigations Criminal History Record Check, KDHE Health Occupations Credentialing Record Check, Child Abuse and Neglect Registry Record Check, Adult Abuse and Neglect Registry Record Check. I understand that failure to submit to or pass these checks will result in the “offer to hire” being immediately and wholly revoked.

4. **Motor Vehicle Record Review:** I understand that if I receive an “offer to hire” from Riverside Resources, Inc., I agree as a condition of employment to have a motor vehicle record review conducted. I must present RRI with an original VALID driver's license and a MVR record. If you have a Kansas driver's license, this record can be obtained at the Justice Center. If you have an out of state license, RRI can obtain your MVR record for a fee. My MVR record will be reviewed at a minimum to determine if I am eligible for hire based on the following Driving Eligibility Standards:

- Any capital or major violations: Not eligible for hire and the “offer to hire” is immediately and wholly revoked and you will be disqualified from any further employment consideration until the capital violation is no longer reflected on your record.
- Three or more moving violations: Not eligible for hire and the “offer to hire” is immediately and wholly revoked and you will be disqualified from any further employment consideration until two or less moving violations are reflected on your record.
- Two or less moving violations: Eligible for hire.

5. I understand that I must also present the following: I-9 Verification documents and a copy of High school, GED certificate or college diploma (based on requirements for the position in which you are applying).

Applicant's Signature _____

Date _____

Signature of Certification/Acknowledgement/Understanding: I certify that the information I have provided on the application is true, correct, and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that Riverside Resources, Inc. reserves the right to reject incomplete or unsigned applications. In the event of employment, I understand that false or misleading information or any omission of fact on this application or during any interviews) may result in termination of employment. I understand that acceptance of an offer of employment does not create a contractual obligation upon Riverside Resources, Inc. to continue to employ with me in the future. I acknowledge that any employment relationship with Riverside Resources, Inc. is of an “AT WILL” nature, which means that the employee may resign at any time and Riverside Resources, Inc. may discharge you at any time with or without cause. I further understand that this “AT WILL” employment relationship may not be changed by any written or verbal communication or by conduct. I understand that RRI will verify the employment information I have submitted. I authorize and request my present and former employer(s) and/or other individuals named on this application form or on any submitted resume to answer any and all questions that may be asked and herewith release such persons and the organizations they represent from all liability for giving any information within their knowledge or record.

Applicant's Signature _____

Date _____

Riverside Resources, Inc. is an Equal Employment Opportunity employer. As a responsible business organization, Riverside Resources, Inc. is committed to the practice of equal employment opportunity in all our business activities without regard to age, race, color, national origin, sex, religion, disability, veteran status or other protected status in every phase of our employment program.