

MICHAUX MANOR



A Personal Care Community

Employment Application

Date _____

Position(s) applied for _____ Part-time _____ Full Time _____

Shift Preferred _____ Date available to start _____

Michaux Manor Living Center is an equal opportunity employer. Federal and State laws prohibit discrimination in employment practices based on race, color, religion, creed, age, gender, national origin, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Personal Information

Name		Last	First	Middle Initial		
Present Address		Number	Street	City	State	Zip
Telephone Number			Social Security Number			

Are you 18 years or older?	If no, can you provide required proof of eligibility to work?	
Are you currently employed?	If yes, may we contact your current employer?	
Have you filed an application with us before?	If yes, when?	
Have you been employed by Michaux Manor before?	If yes, when?	
Are you related to anyone in our employ?	If yes, who?	How?

Education

	Name & Location of School	Course of Study	Years Completed	Diploma/ Degree
High School(or GED) (required for employment)				
College				
Graduate / Professional				
Other (Specify)				
Current license, registration or Certification and numbers (if any):				

Physical Record

Do you possess any physical disabilities which would prevent you (with or without reasonable accommodation) from performing the position you are applying for?

If yes, please explain:

Employment History

Start with your present or last job. Include US Military service (if any)

Name of Employer:	Position	Rate of Pay
Address and Phone number:	Supervisor's Name:	
	Reason for Leaving:	
Dates of Employment From: To:	Work Performed	
Name of Employer:	Position	Rate of Pay
Address and Phone number:	Supervisor's Name:	
	Reason for Leaving:	
Dates of Employment From: To:	Work Performed	
Name of Employer:	Position	Rate of Pay
Address and Phone number:	Supervisor's Name:	
	Reason for Leaving:	
Dates of Employment From: To:	Work Performed	

References

Please list the names of three people, not related to you, who have known you at least one year, *and are familiar with your work habits.*

Name and Address	Telephone #	Business	Years Acquainted
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To All Prospective Employees,

Act 169 of 1996 and Act 13 of 1997 require background checks performed with the Pennsylvania State Police of all employees in Personal Care Homes, including Michaux Manor Living Center. A list of the prohibitive offenses is contained on the back of this sheet.

Criminal Background Check

I, _____ (applicant), have been advised and understand that, as a condition of employment with Michaux Manor, criminal history background clearance must be obtained from the Pennsylvania State Police and/or Federal Bureau of Investigation. I understand that Act 169 of 1996 and Act 13 of 1997 prohibit the employment of persons convicted of certain crimes, and this information is being obtained in compliance with these Acts.

I have never been convicted of a crime that would prohibit my employment at Michaux Manor. I also understand that my employment is provisional and continued employment is based upon information to be received from the criminal justice agency. If the clearance request indicates convictions for crimes that prohibit my employment under the Act(s), I understand that my employment must be terminated in compliance with State Law.

I also hereby indicate that I have no history of or conviction for violent crime and was never dismissed from employment due to abuse of clients or residents.

SIGNATURE

DATE

Have you been a resident of the state of Pennsylvania for the past 2 years? YES ___ NO ___

Please read and sign below:

"I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that in the event of employment, any false or misleading statements given on this application or in my interview shall be grounds for immediate dismissal."

Signature _____

Date _____

"I authorize investigation of all statements contained in this application. I authorize the references and employers listed herein to give you any and all information concerning my previous employment and any pertinent information they may have, and release them from all liability that may result in utilization of such information."

Signature _____

Date _____

OLDER ADULTS PROTECTIVE SERVICES ACT

May 2011

Prohibitive Offenses Contained in Act 169 of 1996 as Amended by Act 13

Dept. of Aging

Following Offenses as Contained in PA Crimes Code (18 Pa. C.S.)

Offense Code	Prohibitive Offense Description	Type/Grading of Conviction
CC2500	Criminal Homicide	Any
CC2502A	Murder I	Any
CC2502B	Murder II	Any
CC2502C	Murder III	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting in Death	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	Any
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301	Arson and Related Offenses	Any
CC3502	Burglary	Any
CC3701	Robbery	Any
CC3901	Theft	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Any ONE (1) FELONY or TWO (2) MISDEMEANORS within the 3900 Series (CC3901-CC3934)</p> </div>
CC3921	Theft By Unlawful Taking	
CC3922	Theft By Deception	
CC3923	Theft By Extortion	
CC3924	Theft By Property Lost	
CC3925	Receiving Stolen Property	
CC3926	Theft of Services	
CC3927	Theft By Failure to Deposit	
CC3928	Unauthorized Use of a Motor Vehicle	
CC3929	Retail Theft	
CC3929.1	Library Theft	
CC3929.2	Unlawful Possession of Retail or Library Theft Instruments	
CC3929.3	Organized Retail Theft	
CC3930	Theft of Trade Secrets	
CC3931	Theft of Unpublished Dramas or Musicals	
CC3932	Theft of Leased Properties	
CC3933	Unlawful Use of a Computer	
CC3934	Theft From a Motor Vehicle	
CC4101	Forgery	Any
CC4114	Securing Execution of Documents by Deception	Any
CC4302	Incest	Any
CC4303	Concealing Death of a Child	Any
CC4304	Endangering Welfare of a Child	Any
CC4305	Dealing in Infant Children	Any
CC4952	Intimidation of Witnesses or Victims	Any
CC4953	Retaliation Against Witness or Victim	Any
CC5902B	Promoting Prostitution	Felony
CC5903C	Obscene or Other Sexual Materials to Minors	Any
CC5903D	Obscene or Other Sexual Materials	Any
CC6301	Corruption of Minors	Any
CC6312	Sexual Abuse of Children	Any

*Offenses as Contained in PA Controlled Substance, Drug, Device & Cosmetic Act (P.L. 233, No. 64)-PARTIAL LISTING**

Offense Code	Prohibitive Offense Descriptor	Type/Grading of Conviction
CS13A12	Acquisition of Controlled Substance by Fraud	Felony
CS13A14	Delivery by Practitioner	Felony
CS13A30	Possession with Intent to Deliver	Felony
CS13A35 (i), (ii), (iii)	Illegal Sale of Non-Controlled Substance	Felony
CS13A36	Designer Drugs	Felony
CS13Axx*	ANY OTHER FELONY DRUG CONVICTION APPEARING ON PA RAP SHEET	