BRIDGEWAY

Employment Application

Please Print Clearly

All applicants are considered for all positions without regard to race, ethnicity, color, religion, sex, national origin, age, sexual orientation, gender identity, marital, veteran status, or disability

Position(s) applied for:_____

Rate of pay expected $_____ per hour, $_____ per week, or $_____ per year.

PERSONAL

Name_____

Last First Middle

Street Address _____ Telephone: Day_____

City_____ State_____ Zip_____ Evening_____

Would you work: Full-time _____ Part-time_____ Cell _____

Specify days & hours if part-time_____ Email_____

Were you previously employed by us? _____ If yes, when?_____

List any friends or relatives working for us, and their relationship_____

_____

(this information will be used only to determine whether the relative would be in a subordinate or supervisory capacity to the position for which you have applied)

If we offer you a position, on what date will you be available for work?_____

Are you willing to work overtime? ☐Yes ☐No Can you travel if a job requires it? ☐Yes ☐No

Are you legally eligible for employment in the United States? ☐Yes ☐No

(Proof of citizenship or immigration status may be required upon employment) Are you 18 years of age or older? ☐Yes ☐No

Do you have a valid driver's license? ☐Yes ☐No Are you on a layoff and subject to recall? ☐Yes ☐No

(For positions with duties that include driving, proof of a valid driver's license and insurability will be required)

How did you hear about us: Facebook ☐ Online Job Board ☐ Bridgeway Website ☐ Friend ☐ Newspaper ☐ Other ☐

GOALS

Please list your long-range occupational goals. _____

_____

_____

In addition to your work experience, what other experiences, skills, or qualifications would especially fit you for work with our agency?

_____

_____

_____

EDUCATION/TRAINING					
	Name and Location of School	Course of Study	# of Years Completed	Did you graduate?	Degree or Diploma
High School					
College					
Other: Business college or other special courses (include special military training)					

OTHER SKILLS/ABILITIES
Please list other skills/abilities (including typing speed, computer hardware/software experience, business machines, etc.)
_____
_____
_____
_____
_____

PROFESSIONAL LICENSES AND/OR CERTIFICATIONS				Verified
Type	State Issued	Date	No.	
Type	State Issued	Date	No.	
Type	State Issued	Date	No.	
Area of specialization or major interest:				

EMPLOYMENT HISTORY

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer. If necessary, attach additional pages.

1	Company Name	Telephone
	Address	Employed (month & year) From: _____ to _____
	Supervisor's Name	Weekly Pay Start:_____ Last _____
	Job Title	Basic Job Duties
	Reason for leaving	

2	Company Name	Telephone
	Address	Employed (month & year) From: _____ to _____
	Supervisor's Name	Weekly Pay Start:_____ Last _____
	Job Title	Basic Job Duties
	Reason for leaving	

3	Company Name	Telephone
	Address	Employed (month & year) From: _____ to _____
	Supervisor's Name	Weekly Pay Start:_____ Last _____
	Job Title	Basic Job Duties
	Reason for leaving	

4	Company Name	Telephone
	Address	Employed (month & year) From: _____ to _____
	Supervisor's Name	Weekly Pay Start:_____ Last _____
	Job Title	Basic Job Duties
	Reason for leaving	

We may contact the employers listed above unless you indicate those you do not want us to contact.

Please do not contact employer number(s):_____ Reason:_____

MILITARY SERVICE

(Complete this section if you served in the U.S. Armed Forces)

Describe your duties and any special training	Branch of Service
	Period of Active Duty (month & year) From:_____ to _____
	Rank at Discharge
	Date of Final Discharge

REFERENCES

Please list three references who are not related to you and are not previous employers.

Name	Address	Telephone

APPLICANT'S STATEMENT

I certify that answers given herein are true 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 this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of Bridgeway.

I understand that any employment with Bridgeway is for an indefinite time period and that it may be terminated by either party at any time for any lawful purpose.

_____ _____

Signature of Applicant Date

WORK AVAILABILITY SCHEDULE

Applicant Name (please print) _____ Date_____

I would like to work up to _____ hours per week. I will be available to work the following days/times.

	7am	*8am*	*9am*	*10am*	*11am*	*Noon*	*1pm*	*2pm*	*3pm*	*4pm*	*5pm*	*6pm*	*7pm*	*8pm*	*9pm*	*10pm*	*11m*	*Over-night*
M																		
T																		
W																		
TH																		
F																		
SA																		
SU																		

TRAINING AVAILABILITY SCHEDULE

I would be available for training the following days/times.

	8 am	*9 am*	*10 am*	*11 am*	*Noon*	*1 pm*	*2 pm*	*3 pm*	*4 pm*	*5 pm*	*6 pm*	*7 pm*	*8 pm*
M													
T													
W													
TH													
F													
SA													

BRIDGEWAY

Important Notice About Prior Criminal Convictions
Applicant, Employee, Intern, Volunteer Who is Applying For Position That Will Provide Direct Care

We are a facility that cares for people with disabilities, and, as such, **we cannot knowingly employ or retain any individual** who performs direct care for clients, patients, or residents **if that person has been convicted of committing or of attempting to commit one or more of the offenses listed below.** Under Bridgeway policy, an offer of employment and continued employment in a direct care position, internship or volunteer assignment by this facility is conditioned upon a finding of no prior criminal convictions, such as those listed below.

We are required by law, under the Criminal Background Check Act, to obtain a fingerprint based on the criminal record background check, pursuant to the Uniform Conviction Information Act (UCIA) before we may retain a direct-care provider as an employee. In addition, Bridgeway follows a policy to check the criminal background of any individual who serves as a volunteer, intern, or in a direct care position once an offer has been extended. You will receive a copy of this report when we have obtained it.

We may not retain you, if the fingerprint-based background check shows that you have been convicted of one or more of the offenses listed below.

You will be contacted by Human Resources in the event you receive an adverse report. You may request a waiver, within 5 days of receipt of an adverse report.

If the waiver of the prohibition against employment is granted, the facility has the option, but not the obligation, to retain you.

THE CRIMES WHICH PROHIBIT INDIVIDUALS WHO HAVE BEEN CONVICTED FROM BEING RETAINED BY THIS FACILITY UNLESS A WAIVER IS GRANTED INCLUDE BUT MAY NOT BE LIMITED TO:

1. Murder, solicitation of murder, solicitation of murder for hire, homicide, manslaughter or concealment of a homicidal death;
2. Kidnapping or child abduction, indecent solicitation of a child, sexual exploitation of a child, exploitation of a child, child pornography;
3. Unlawful restraint or forcible detention;
4. Assault, battery or infliction of great bodily harm, heinous battery, tampering with food, drugs, or cosmetics, home invasion, predatory criminal sexual assault of a child;
5. Sexual assault or sexual abuse;
6. Abuse or gross neglect of a long term care facility resident;
7. Criminal abuse or neglect of a child, an elderly or disabled person;
8. Theft, financial exploitation of an elderly or disabled person, robbery or burglary;
9. Forgery
10. Criminal trespass;
11. Vehicular hijacking, aggravated vehicular hijacking, aggravated robbery;
12. Armed violence – elements of offense;
13. Arson;
14. Unlawful use of weapons or aggravated discharge of a firearm;
15. Manufacture, delivery or trafficking of cannabis;
16. Manufacture, delivery or trafficking of controlled substances.

Important Notice About Prior Criminal Convictions
Applicant, Employee, Intern, Volunteer Who is Applying For Position Not Providing Direct Care

You may qualify for employment in a position at Bridgeway for which there are no legally required exclusions for persons with an arrest or conviction history. Bridgeway may nevertheless perform a criminal background check on you after you receive a conditional offer of employment but before you are cleared to begin work.

Not every arrest or criminal conviction will disqualify an individual for employment at Bridgeway. In evaluating a person's history, Bridgeway will take into account:

The nature and gravity of the offense. This includes the harm created by the crime and whether the crime was serious (a felony) or less serious (misdemeanors).

The time that has passed. Bridgeway will consider whether there has been a substantial passage of time since conviction or completion of a sentence with no further criminal conduct.

The nature of the job sought. Positions where employees have access to client financial information and property are obviously more sensitive than those which do not involve such factors. Similarly, jobs where employees interact with the public with limited supervision can be sensitive positions.

Before an individual is excluded from employment because of past criminal conduct, Bridgeway will assess relevant individualized factors, which may include but not necessarily limited to:

- The facts and circumstances surrounding the offense or conduct
- The number of offenses for which an individual was convicted
- Age at the time of conviction or release from prison
- Post-conviction work record with no known incidents of criminal conduct
- Rehabilitation efforts including education and training
- Any information regarding an individual's fitness for a position
- Whether an individual is bonded

We may ask for your assistance in securing the information necessary to complete our evaluation of your background. If you fail to cooperate, Bridgeway will make a decision based upon the best information available to it.