

Creative Family Solutions, Inc.
119 Sheraton Drive
Salem, VA 24153
(540)562-0707, Fax (540)562-0909
Employee Availability Form

Applicant Name: _____

This availability form is helpful for our professional staff to determine the hours you are available to work and the areas of the Roanoke Valley you would be willing to travel. Please answer the following questions to assist in matching a client to your availability.

Do you currently have a full-time job? _____ If so, what hours and days do you normally work?

Are you interested in working on a part-time or full-time basis? _____

If part-time, how many hours per week are you willing to work? _____

Please circle the days and list the hours you are available to work. Be Specific – remember we will match your availability to the clients' needs:

M_____ Tu_____ W_____ Th_____ F_____ Sa_____ Su_____

Do you have experience with individuals who are/were diagnosed with MR and/or DD? (This is not exclusively related to employment- personal or classroom experience should be included.) Yes No

If yes, be specific. Include dates and responsibilities.

Do you have relevant work experience with clients who are/were diagnosed with mental health issues? Yes No

If so, in what capacity?

What counties/towns are you willing to work?

Roanoke Bedford Troutville Franklin Martinsville Salem Vinton
 Other _____

Are you certified in any behavioral intervention? Yes No

If so, what type? _____

Expiration date: _____

Are you currently certified in CPR? Yes No Expiration date: _____

Are you currently certified in First Aide? Yes No

Expiration Date: _____

Are you comfortable working with aggressive clients? Yes No

Are you comfortable working with children? Yes No

Are you comfortable working with people with autism? Yes No

CREATIVE FAMILY SOLUTIONS, INC.
119 Sheraton Drive
Salem, Virginia 24153
Phone: (540) 562-0707 Fax: MR (540) 562-0909 • MH (540) 562-0778
REFERENCE RELEASE FORM

I have applied for employment with Creative Family Solutions, Inc. and have listed you as an employer. Please provide answers to the following questions and return this form in the enclosed envelope or fax to the above number. By this authorization, I hereby release you from any liability or action based upon the content of your answers.

** _____ ** _____ ** _____
APPLICANT SIGNATURE DATE SOCIAL SECURITY NUMBER

****Only these items need be completed by applicant.**
FOR EMPLOYER ONLY:

The following information is to be completed by previous/current employer

Employer Name _____

Title _____

Dates of employment: _____ to _____

Why did the applicant leave your employment? _____

Is the applicant eligible for rehire? _____ Yes _____ No

If no, why not? _____

Please rate applicant on the following characteristics:

| | Poor | Fair | Average | Above Average | Outstanding |
|--|------|------|---------|------------------|-------------|
| Quality of work | | | | | |
| Ability to work with minimal supervision | | | | | |
| Attendance | | | | | |
| Dependability | | | | | |
| Cooperativeness | | | | | |

Additional comments: _____

Signature of person completing form _____

Date _____

Title of person completing form _____

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Pursuant to federal regulations, we collect responses to the questions below for record keeping purposes. This information will NOT be kept with your application for employment. Federal law prohibits unlawful discrimination on the basis of race, color, sex, age, national origin, religion, or disability.

| Check the block for the racial or ethnic group with which you identify: | Check the block for the highest level of education you have completed (check only one): | Check the appropriate block: |
|--|---|---------------------------------|
| <input type="checkbox"/> White (not Hispanic or Latino) (includes Arabian) Origins of Europe, Middle East, North Africa | <input type="checkbox"/> Less than 8th grade | <input type="checkbox"/> Female |
| <input type="checkbox"/> Black or African American (not Hispanic or Latin) Origins of black racial groups of Africa of African but not Hispanic or Arabian descent) | <input type="checkbox"/> Completed 8th grade | <input type="checkbox"/> Male |
| <input type="checkbox"/> Hispanic or Latino : (Puerto Rican, Central or South American, Mexican or other Spanish origin or culture) | <input type="checkbox"/> Attended high school | |
| <input type="checkbox"/> American Indian or Alaskan (not Hispanic or Latino) North, South America & Central America | <input type="checkbox"/> High school graduate or equivalent | |
| <input type="checkbox"/> Asian , (not Hispanic or Latino) Far East, Southeast Asia, Indian Subcontinent (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippine Islands, Thailand, Vietnam) | <input type="checkbox"/> Attended college and/or associate degree | |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander (not Hispanic or Latino) Hawaii, Guam, Samoa, Pacific Islands | <input type="checkbox"/> College graduate | |
| <input type="checkbox"/> Two or more races (not Hispanic or Latino) A person who identifies more than one of the above races | <input type="checkbox"/> Attended graduate school | |
| | <input type="checkbox"/> Master's degree | |
| | <input type="checkbox"/> Graduate study beyond master's requirements | |
| | <input type="checkbox"/> Ph.D. or professional degree | |

FOR OFFICE USE ONLY

EEO
Category

Check the block for Veteran Status group with which you might identify

- Veteran
- Vietnam Veteran
- Disabled Veteran

Please indicate your date of birth: _____

Position applied for: _____

Date of this application: _____

How did you find out about this employment opportunity?

- Newspaper*
- Radio/TV*
- VEC
- Agency Bulletin Board
- Other (please specify)

*specify name of newspaper or other media