

Employment Application

*Please complete the entire application
and email it to twilson@cccdd.com.*

It is the policy of the Cullman County Center for the Developmentally Disabled, Inc. to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

1. Applicant Information: Full Name: _____
Home Address: _____
City/State/ZIP: _____
How do we contact you? Phone #: _____ Email: _____

2. Are you seeking _____ Full-Time (30-40 hours) _____ Part-Time (less than 30 hours)
_____ Day Shift: (ex; 6a-2p=8; 6a-6p=12)
_____ Afternoon Shift (ex. 2p-10p=8; 7a-7p=12)
_____ 3rd shift (ex: 6p-6a=12; 7p-7a=12)
_____ Flexible to positions opened

3. Are you at least 18 years old? Yes No

4. Do you have dependable transportation to and from work? Yes No

5. If you are offered employment, when would you be available to begin work? _____

6. If hired, are you able to submit proof that you are legally eligible for employment in the United States?
 Yes No

7. Are you able to perform essential functions of a Direct Support Professional with or without reasonable accommodation? Yes No What reasonable accommodation if any, would you request?

8. Have you ever been convicted of a felony or misdemeanor?
 Yes, I was convicted of _____
on _____ (date) in _____ (city), _____ (state)
 No

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE OF EMPLOYMENT.

9. Applicant Employment History – List your current or most recent employment first. Please list all jobs (including self-employment, military service, and volunteer activities) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job duties: _____
Reason for leaving: _____
Dates of Employment (month/year): _____
Pay Rate starting: \$ _____ Pay Rate Final: \$ _____

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Pay Rate starting: \$ _____ Pay Rate Final: \$ _____

10. Applicant’s Education and Training:

*High School/GED Name and Address: _____

Did you receive a diploma? Yes No (copy of Diploma/HS transcript with graduation date- is required upon hire)

*College/University Name and Address: _____

Did you receive a degree? Yes No

Military Service: Yes No Branch: _____

Specialized Training: _____

11. Will you consent to a mandatory controlled substance test? Yes No

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize the Cullman County Center for the Developmentally Disabled, Inc. to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

I understand that this is a simple application, and I may be required to provide more information if considered for employment.

I acknowledge that I will also complete information for a pre-screening of a criminal background history and drug screening prior to completion of the hiring process.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

Applicant Signature

Date

What is a Direct Support Professional (DSP)?

(Brief description/overview)

A DSP is a support person serving Adults with Developmental Disabilities in their day-to-day life activities. Most people with some types of developmental disabilities function independently, but in different abilities than others. A DSP is a paid person that assist the person with learning new abilities and experiences on a day-to-day basis. Just as you may have had a person in your life to help you learn skills or learn to do simple things such as prepare meals, simple housekeeping duties, take you places in your community etc. people with disabilities need that type of support in their life. CCCDD Inc. is a provider of these services in both residential and day program settings here in the Cullman Area.

The DSP ensures that residents have assistance with daily livings skills such as but not limited to; Hygiene needs, Self-care needs, Housekeeping, Socialization, Outings within the community, Self-direction, Self – independence, and leisure activities.

The DSP is responsible for documenting daily notes of the day’s activities, outings and recording any incident/accidents as they may occur.

The DSP assist each person served on individual basis based on the support needed specified in the person center plan.

The DSP is responsible for administering medication if certified by CCCDD MAS Nurse, if eligibility/certified to administer medication the DSP is also a (MAC) Medication Administration Certification- worker.

The DSP is responsible for ensuring the setting’s interior /exterior and vehicles are maintained with cleanliness and care, reporting needs within the setting to their setting coordinator/supervisor.

The DSP ensure that ALL person served are SAFE, HEALTHY and HAPPY.

This is a brief overview of what a DSP is; a complete job description will be reviewed with employee -prior to and upon hire.