

V.A.L.U.E. A.D.D.E.D., Inc.

777 E. Main St. John Day, OR 97845
541-575-0715

Thank you for your interest in a position at VALUE ADDED, Inc!

VALUE ADDED is a non-profit corporation serving the Grant County community by providing supportive living and employment services to adults with developmental disabilities. We value all people and their inherent right to live the life that they wish and accomplish the goals that they set for themselves. All people have the right to expect a healthy and safe environment where they can learn, grow, thrive and be valued.

Services VALUE ADDED Offers:

Community Living Supports provides support to adults with developmental disabilities who wish to receive assistance to live successfully in their own home in our community.

Employment and Day Support Activities provides individualized supports to adults wishing assistance in developing excellent job seeking and interviewing skills, obtaining new job training opportunities, and/or support in continuing to grow and advance in their current occupation. We also provide activities for individuals to be involved in the community, through community outings, road trips, learning new games, and cooking skills.

What VALUE ADDED expects from you:

Employee team members are responsible for supporting the emotional, physical, and personal well-being of the individual receiving support. You are expected to assist the person you work with in leading a self-directed life, safeguard the confidentiality and privacy of that person, and to respect and recognize the human dignity, uniqueness and value of each person you support. The successful VALUE ADDED employee is reliable, energetic, flexible, capable of working both independently and as part of a team, and is a positive role model for VALUE ADDED's clientele.

What you can expect from VALUE ADDED:

VALUE ADDED is an equal opportunity employer, and all personnel decisions are made without prejudice or discrimination. We value the individuality of each employee and work to create cohesive, cooperative teams as an integral part of each circle of support for those people receiving our services. Team members participate in regular on-going meetings and trainings throughout their employment to ensure that the best possible service is maintained and to facilitate open communication between all support participants.

Qualifications Requirements

A high school diploma or its equivalent. (must be 18yrs of age or older)

Social Security # _____ Email Address _____

Present Address:

No. Street City State Zip

How long have you lived at this address? _____

Previous Address:

No. Street City State Zip

How long did you live at this address? _____

Employment Desired

Position applying for:

Applying for: Regular full-time work? Yes No Regular part-time work? Yes No

What days and hours are you available for work?

Are you available for work on weekends? Yes No

If hired, on what date can you start work? _____ Salary desired: _____

Why are you applying for work at VALUE ADDED?

Personal Information

Have you ever applied to, or worked for, VALUE ADDED before? Yes No

If yes, when? _____

Do you have friends or relatives who have worked, or are working, at VALUE ADDED?

Yes No

If yes, state name(s) and relationship

If hired, would you have reliable transportation to and from work? Yes No

Are you at least 18 years old? Yes No

If hired, can you present evidence of your legal right to live and work in this country?

Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed:

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered. Oregon Administrative rules do prevent us from hiring applicants with felonies.)

Education, Training and Experience

School Name and Address

No. of years completed _____

Did you graduate? _____

Degree or diploma: High School Yes No College/University Yes No
Vocational/Business Yes No Health Care Yes No

Some VALUE ADDED. Clients may speak languages other than English. Do you speak, write and understand any foreign languages including sign language? Yes No
If yes, which language(s)?

Do you have any other experience, training, qualifications or skills which you feel make you especially well-suited for work at VALUE ADDED? *(If so, please explain)*

Employment History

Are you currently employed? Yes No

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of time including military service and any periods of unemployment. You must complete this section even if you are submitting a resume. Attach additional pages if necessary.

Name of Current or Most Recent Employer

Address: No. Street

City State Zip

Type of Business

Telephone (_____) _____

Your Supervisor's Name

Your Position and Duties

Dates of Employment: From _____ To _____

Reason for Leaving

May we contact this employer for a reference? Yes No

Name of Previous Employer

Address: No. Street

City State Zip

Type of Business _____

Telephone (_____) _____

Your Supervisor's Name

Your Position and Duties

Dates of Employment: From _____ To _____

Reason for Leaving

May we contact this employer for a reference? Yes No

Name of Previous Employer

Address: No. Street

City State Zip

Type of Business _____

Telephone (_____) _____

Your Supervisor's Name

Your Position and Duties

Dates of Employment: From _____ To _____

Reason for Leaving

May we contact this employer for a reference? Yes No

References

List below three persons not related to you who have knowledge of your work performance within the past three years.

Name

Address: No. Street

City State Zip

Occupation

Telephone (_____) _____ Number of Years Acquainted _____

Name

Address: No. Street

City State Zip

Occupation

Telephone (_____) _____ Number of Years Acquainted _____

Name

Address: No. Street

City State Zip

Occupation

Telephone (_____) _____ Number of Years Acquainted _____

Please Read Carefully, Initial Each Paragraph, and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize VALUE ADDED to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to VALUE ADDED any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's president.

Applicant's Signature

Date