



## Employment Application

Current Date:	Date Available to Work:
Full Name of Applicant:	
Home Phone:	Cell:
Address:	City: <span style="float: right;">Zip:</span>
Date of Birth (optional):	Social Security No. required:

Position Applying For:    ☐ In-Home Direct Support Professional (DSP)    ☐ Day Support Direct Support Professional (DSP)  
    ☐ Other \_\_\_\_\_

**All positions require a minimum of one year experience working with individuals with Developmental Disabilities (DD). Please briefly indicate your experience with DD below (paid or volunteer work):**

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How did you hear about VITO (referred by): \_\_\_\_\_

Please identify specific hours and days you are available to work; if you are not available on a given day, please note:

☐ Monday    ☐ Tuesday    ☐ Wednesday    ☐ Thursday    ☐ Friday    ☐ Saturday    ☐ Sunday

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*Please know that "most" DSP hours are late afternoons, evenings and weekends.  
Typically, the only daytime hours we have are limited early morning hours.*

Identify any Professional Certifications/Licenses held and the expiration date (include teaching certificates, First Aid, CPR, behavior management):

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**Experience – Please list chronologically your work experience beginning with the most recent (a resume should be attached):**

Employer	Address & Phone Number	Position/Title	Dates of Employment	Reason for Leaving

## Education

School Name	City/State	Years in Attendance	Field of Study (if applicable)	Type of Diploma/Degree	Highest Grade Completed
High School:			N/A	N/A	
College:					
Other:					

References – Please identify three **professional** references including current and past supervisors (references will be verified):

Full Name	Phone Number	Company/School	Position

Please answer the following questions:

Have you ever been discharged or asked to resign from a former position?	YES	NO
Have you ever had a certification or license revoked or suspended?	YES	NO
Have you ever been convicted of any offense involving sexual molestation, physical or sexual abuse of a child?	YES	NO
Have you ever been convicted of a misdemeanor (excluding minor traffic violations), felony, or a crime of moral turpitude?	YES	NO
Are there any criminal charges or proceedings pending against you?	YES	NO
If you answered yes to any of the above questions, please give the reason/explanation below:		

Do you have a valid VA Driver's License?	YES	NO
Do you have your own reliable transportation with current car insurance?	YES	NO
Do you have a legal right to employment in the United States? Documentation will be required.	YES	NO
Have you worked for VITO in the past (If yes, note last date worked and reason for leaving):	YES	NO

*If hired, applicant will be responsible for making sure his/her Personnel File is current at all times. A Sworn Disclosure Statement, Child Protective Service Registry Check, Criminal Background Check, and a TB Test are all required by state regulations for employment. All references will be verified. By signing below, you agree to the investigation and reference checks and authorize that all information submitted is accurate to the best of your knowledge.*

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

OFFICE USE ONLY	
Date Interviewed:	Interviewer:
[ ] References verified and no known Human Rights violations or founded abuse or exploitation cases	
[ ] Qualified/Eligible for Employment	[ ] NOT Qualified/NOT Eligible for Employment – Explanation: