

The Arc of Cape May County, Inc.

Dear Applicant:

Thank you for applying at The Arc of Cape May County, Inc.

You are applying at a private, non-profit agency with national, state and local recognition. The Arc of Cape May County, Inc. is known for its dedication and excellence in working for and on behalf of people with developmental disabilities.

As a private, non-profit agency, we are funded by the State of New Jersey. The level of funding from the State determines employee wages. In recent years, the State has consistently under funded our agency, while expenses keep rising. The Arc has been able to maintain a good benefits package, but has to maintain the wage scale below. This wage scale determines the hourly rate of pay for Residential Aides:

<i>First 96 hours (training)</i>	<i>\$7.25 per hour</i>
After Completion of 96 hours of training	\$ 9.25
Completion of 1040 hours	\$ 9.75
Completion of 2080 hours\$10.25
Completion of 3120 hours\$10.80

There are many other benefits to working at The Arc, such as a good health/dental/retirement plan package, but more importantly, if you are employed here you'll have the opportunity to make a positive difference in the lives of people with developmental disabilities.

Please follow these instructions when completing this application.

1. The job description is yours to keep. It details some of the responsibilities of a Residential Aide.
2. Complete the application in its entirety. It is very important to be accurate, thorough, and give as much information as possible.
3. You can submit the application 3 ways:
 - a. Fill out the application online and click the submit button on the three (3) question page (page number 6 of 8). This will email the document directly to Human Resources. Or...
 - b. Fill out the application online, print it out and mail it to: The Arc of Cape May County, Inc. P.O. Box 255, South Dennis, NJ 08245. Or...
 - c. Print out application, fill it out manually and mail to: The Arc of Cape May County, Inc. P.O. Box 255, South Dennis, NJ 08245.
4. You will be contacted either by phone, mail, or email usually within a week from the date your application is received.



OPENING DOORS FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital, veteran status or any other legally protected status.

(Please Print)

Date of Application: _____ Position(s) applied for: _____

Referral Source: Friend Relative Walk-In Employment Agency Other
Advertisement (Where did you see our ad)? _____

Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Telephone(s): (_____) _____ (_____) _____
Area code Area code

Email address: _____

Do you possess a valid driver's license? Yes No

Have you filed an application here before? Yes No If yes, give date: _____

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No
(Proof of citizenship or immigration status is required upon employment)

Have you ever been convicted of a crime? Yes No
(Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of offense, seriousness, nature of the violation, rehabilitation, and position applied for will be taken into account)
If yes, please explain: _____

Have you ever been adjudged civilly or criminally liable for abuse of a developmentally disabled person receiving services from the Department or placed in a community residence regulated by this chapter? Yes No

MINORITY AND FEMALE APPLICANTS ENCOURAGED TO APPLY

PO Box 255 · 822 Route 47 · South Dennis , NJ 08245 · PH: 609-861-7100
www.arcofcapemay.org

EMPLOYMENT HISTORY

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

EMPLOYER	TELEPHONE () -	DATES EMPLOYED		Summarize the nature of the work performed and job responsibilities.
		FROM	TO	
ADDRESS				
JOB TITLE	HOURLY RATE/SALARY			
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE	\$	PER		
REASON FOR LEAVING	HOURLY RATE/SALARY			
		FINAL		
MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER	\$	PER		
EMPLOYER	TELEPHONE () -	DATES EMPLOYED		
		FROM	TO	
ADDRESS				
JOB TITLE	HOURLY RATE/SALARY			
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE	\$	PER		
REASON FOR LEAVING	HOURLY RATE/SALARY			
		FINAL		
MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER	\$	PER		
EMPLOYER	TELEPHONE () -	DATES EMPLOYED		Summarize the nature of the work performed and job responsibilities.
		FROM	TO	
ADDRESS				
JOB TITLE	HOURLY RATE/SALARY			
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE	\$	PER		
REASON FOR LEAVING	HOURLY RATE/SALARY			
		FINAL		
MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER	\$	PER		
EMPLOYER	TELEPHONE () -	DATES EMPLOYED		
		FROM	TO	
ADDRESS				
JOB TITLE	HOURLY RATE/SALARY			
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE	\$	PER		
REASON FOR LEAVING	HOURLY RATE/SALARY			
		FINAL		
MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER	\$	PER		

Comments (including explanation of any gaps in employment):

EDUCATION BACKGROUND

A. List last three (3) schools attended, *starting with last one*; B. List number of years completed; C. Indicate degree or diploma earned, if any; D. Grade Point Average or Class Rank; and E. Major and Minor field of study (if applicable).

A. SCHOOL	B. NO. YEARS COMPLETED	C. DEGREE DIPLOMA	D. GPA CLASS RANK	E. MAJOR	E. MINOR

REFERENCES

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	TELEPHONE	YEARS KNOWN
	() -	
	() -	
	() -	

Read Carefully Before Signing

I represent that the information provided herein is true and correct to the best of my knowledge. It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the Employer's service if I have been employed. Furthermore, I understand that this application is not a contract of employment, that if I become employed I am free to resign at any time, and that the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations and organizations for furnishing such information.

The Employer is an equal opportunity employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

I agree that any claim or lawsuit relating to my service with The Arc of Cape May County, Inc must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

This application is current for sixty (60) days. At the conclusion of this time, If I have not heard from the Employer and still wish to be considered for employment, it will be necessary for me to complete a new application.

Signature of Applicant: _____ Date: _____



The Arc of Cape May County, Inc.

Equal Employment Opportunity Form

Applicant Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* _____ *State* _____ *ZIP Code*

Position Applied for: _____

Voluntary Information

This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering you for employment with our company.

Racial or Ethnic Group

- American Indian/Alaskan
- Asian/Pacific Islander
- Black/African American
- Hispanic/Latino
- White/Caucasian
- Other

Gender

- Female
- Male

Military Service

- Pre-Vietnam Era
- Vietnam Era
- Post-Vietnam Era
- Disabled Veteran

How did you hear about this position?

- Newspaper
- Company Employee
- Professional Publication
- Job Fair
- Placement Office
- Web Site
- Other _____

The Arc of Cape May County, Inc.

Employment Application Attachment

Please read the following statements. Write your answers to the questions in the space provided.

You are working with a resident who is trying to learn how to put on a pair of socks. How would you assist the resident in successfully completing the task?

You are working at a group home when the fire alarm sounds. What would you do?

You are working with a resident on a particular task. This task is part of the resident's program plan. The resident is uncooperative and is refusing to work on the task. What would you do?

Click here to submit via email:

The Arc of Cape May County, Inc.

Job Description

Job Title: Residential Aide

FLSA Status: Non-exempt

Reports to: Program Supervisor

Education/Qualifications:

- 1). High School Diploma or equivalent;
- 2). Must be at least 18 years of age;
- 3). Valid driver's license and a good driving record;
- 4). Telephone;
- 5). Upon hire, statement of good health from a physician;
- 6). References and recommendations;
- 7). The ability to communicate with residents;
- 8). The ability to provide any direct assistance required by residents

Job Description: The position of Residential Aide is one of varied duties. Residential Aides provide education, training, and support to people who are developmentally disabled, in life activities such as work, daily living skills, recreation, and connections with family members and friends. They also carry out behavioral and health interventions and treatment plans. Residential Aides must be able to maintain records properly, act responsibly in emergency situations, and interact positively with residents in group home or apartment types of settings. While Residential Aides are always supervising residents, they must also be directing their efforts to the goals of the residents through continued training, monitoring, and by being a good role model.

Job Responsibilities:

- 1). Perform responsibilities in accordance with The Arc's policy manuals and under the direction of the Program Supervisors;
- 2). Maintain a homelike environment for each resident, ensuring their health and welfare. Monitor and assist residents with daily living skills including personal hygiene, meal preparation, daily chores, shopping, and maintenance of the residence;
- 3). Teach basic skills to residents with particular attention to the Individualized Habilitation Plan/IHP (if applicable);
- 4). Aid in the overall operation of the home or apartment including resident-related and household-related tasks;
- 5). Maintain the consistency and structure of the established program as noted in the program description and in the individual resident training and behavior plans (if applicable);
- 6). Provide direct care assistance to the residents in activities, tasks, functions, as directed by supervisory staff;
- 7). Carry-out, as assigned, those responsibilities and/or tasks designated in the training/behavior plans for the residents (if applicable);
- 8). Assist with planning and supervising leisure and community activities and accompany residents on activities;
- 9). Drive program vehicle in a safe manner;

(over)

- 10). Participate in regular staff meetings;
- 11). Participate in the development and implementation of the IHP for individual residents, (if applicable);
- 12). Maintain accurate, objective, and legible records, record significant happenings, incidents, observations, etc., in the program's daily logbook. Provide reports to the Supervisor/Director regarding the resident's program as directed;
- 13). Respond to any crisis/emergency situation that may occur, including new admissions;
- 14). Become familiar with the various behavior management methods and techniques (if applicable);
- 15). Ensure that any resident who leaves the residence for social, recreational or any other reason is adequately prepared;
- 16). Inform program Supervisor of any community resources available to the residents;
- 17). Periodically work irregular hours and/or work at alternate programs as assigned;
- 18). Administer and document the taking of medication per physician's orders, and comply with all procedures exactly as trained;
- 19). Lift and assist residents in transferring if necessary;
- 20). Work in a safe manner, report safety hazards, follow safety procedures and encourage other staff to work safely;
- 21). Cooperate with The Arc and Division staff in any inspection or investigation;
- 22). Any other related duty as required or assigned.