



Coleman Tri-County Services, Inc.
P.O. Box 869
Harrisburg, IL 62946
618-252-0275 Phone
618-252-2389 Fax

Dear Applicant,

Coleman Tri County Services utilizes a multiple phase hiring process. The first phase is you filling out and returning the attached application. Upon receipt your application will be reviewed. If we are currently hiring and you are being considered you will be requested to complete phase 2.

Phase 2 consists of you supplying us with additional information to complete a preliminary background check. This will include completing a Health Care Worker Background Check Authorization and Disclosure for Criminal History Records Information (CHRI) Check. You will also need to fill out your hours of availability and the location at which you would like to work. Your hours of availability, preferred work locations and application will be forwarded to the appropriate supervisor. If the supervisor is interested in possibly hiring you, you will receive a call to schedule an interview. Please make sure you have a good phone number on your application! The call for the interview does not mean you are hired. We normally interview several people for each vacancy and then make a selection.

Phase 3 consists of an interview. After the interview if you are selected as one of our new staff you will be ask to come in and complete the task needed to meet all of our licensure requirements including new hire paperwork, submitting Social Security Card and a second form of ID listed on the I9, proof of auto insurance and written verification of a High School Diploma or GED, a CANTS Background Check authorization, and an in-depth background check which may include fingerprinting. All staff are hired pending successful completion of the background check. If you have a disqualifying offense you will not be able to work at any facility owned or operated by the Agency.

We appreciate your interest in working at Coleman Tri County Services and look forward to receiving your application.

Sincerely,

Dawn Lamp
Executive Director

APPLICATION FOR EMPLOYMENT

Coleman Tri-County Services, Inc

All applicants shall be treated equally without regard to their race, color, national origin, ancestry, citizenship status, age, sex, religion, disability, genetic predisposition, sexual orientation (including gender-related identity), marital status, military status, unfavorable discharge from military service, arrest record, or other characteristics protected by law.

P E R S O N A L	Last Name First Name Middle Maiden				Date		
	Street address			City	State	Zip Code	Home Phone
	Have you ever applied for employment with us? If yes, Month and Year: Location:					Other Phone #	
	Position Desired					Social Security #	
	Apart from absence for religious observance, are you available for full time work?					Will you work overtime if asked?	
	Are you legally eligible for employment in the United States?					When will you be able to begin work?	
	Other Special Training or skills:						
	Membership in Professional or Civic Organization (Exclude those which may disclose characteristics protected by law listed above)						
E D U C A T I O N	School	Name and Location of School	Course of Study	# Years Completed	Did you Graduate?	Degree of Diploma	
	Accredited Graduate School						
	Accredited Graduate College						
	Business/Trade School						
	High School						

This application is not intended to create an implied or expressed contract of employment or a guarantee of employment or a guarantee of continued employment or employment for a definite period of time. Both the agency and the employee are free to terminate the employment relationship with or without cause and with or without notice, at any time. The agency retains the right with or without prior notice, to modify, delete, or supplement policies, benefits and other terms, conditions of employment and to hire, transfer, discipline, terminate and otherwise manage its employees as it deems appropriate.

Employment

Company Name	Telephone
Address	Employed (Month and year) From To
Name Of Supervisor	
State Job title and Describe your work	Reason for leaving

Company Name	Telephone
Address	Employed (Month and year) From To
Name Of Supervisor	
State Job title and Describe your work	Reason for leaving

Company Name	Telephone
Address	Employed (Month and year) From To
Name Of Supervisor	
State Job title and Describe your work	Reason for leaving

Company Name	Telephone
Address	Employed (Month and year) From To
Name Of Supervisor	
State Job title and Describe your work	Reason for leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	Employer Number(s) _____
	Reason _____
	Did you serve in the U.S. armed forces? _____
	If "Yes" what Branch? _____

Describe any training received relevant to the position for which you are applying

Are you 18 years of age or older?

Do you have reliable transportation?
Do you have a driver's license?
Do you have automobile insurance?

Do you have any family members employed by Coleman Tri-County Services, Inc.?

References:

Name	How you know them?	How long have you known them?	Phone Number

The information provided in this application for employment is true, correct and complete. If employed, any misstatement or omission of fact may lead to dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so.

If a report is obtained you must provide, at my request, the name of the agency so that I may obtain from them the nature and substance of the information that was provided in the report.

Date

Signature

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