

JFS Housing, Inc. Employment Procedures



JFS Housing, Inc. is an Equal Opportunity Employer.

No employee of JFS Housing, Inc. (JFSHI) will discriminate against any applicant for employment or fellow employee because of race, creed, color, religion, sex, sexual orientation, national origin, ancestry, age, veteran status, military service membership, marital status, physical or mental disability or association with a person with a disability, pregnancy or childbirth, arrest or conviction record, honesty testing and/or the use or nonuse of lawful products off JFSHI's premises during non-working hours unless specifically permitted by law.

JFSHI will provide reasonable accommodation for the special needs of the disabled who are capable of performing all essential job responsibilities. This policy applies to all employment practices including advertising, recruitment, testing (if any), screenings, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay and other forms of compensation.

All employees are responsible for supporting the concept of equal opportunity and non-discrimination and in assisting JFSHI in meeting its goals. Suspected violations of this policy should be reported to the President, JFS Housing, Inc. who will act as Equal Employment/Non-discrimination Coordinator. Alternately, a suspected violation may be reported to any senior management member. A prompt and thorough investigation of the circumstances will be conducted. Any individual not satisfied with the results of the investigation may appeal the determination to the President for review and final determination.

JFS Housing, Inc. is fully committed to the concept and practice of equal opportunity and affirmative action in all aspects of employment. As such JFS Housing, Inc. maintains Affirmative Action Plans for minorities, females, disabled individuals and veterans. Questions about or requests to review these Plans should be directed to Leshia Donaldson, Senior Housing Executive during regular business hours, Monday through Thursday, 8:30 a.m. to 5:00 p.m.

Employment will not be offered to any individual who has not had his or her references and history checked. Offers will be made only after the satisfactory completion of a background check with the Wisconsin Department of Justice and background check with Wisconsin Department of Health and Caregiver Services.

Once an applicant is offered employment with JFS Housing, Inc., a Letter of Employment will be issued. The Letter of Employment is signed by the President. The letter will include:

- a) Salary
- b) Date to begin work
- c) Specific terms and conditions of employment
- d) A job description detailing the responsibilities and requirements for your specific position. Additional duties or responsibilities may be added from time to time at the discretion of the employee's supervisor and/or the President.

When a new hire reports for work, he or she can expect to:

- a) Meet with a JFS Housing, Inc. representative to receive information, and complete necessary forms, related to personnel and employee benefits.
- b) Receive a copy of the organization's Employee Handbook, which includes personnel policies and benefits plans, and NASW Code of Ethics.

Drug tests may be given at any time subject to all legal requirements. Further information regarding the organization's drug and alcohol policy can be found in the employee handbook Drug and Alcohol Policies.

Should a Hepatitis B vaccination be required following contact with blood or other bodily fluids containing blood, the organization will pay the uninsured portion of such costs associated with the vaccination series.

All new hires will be provided with an orientation to the organization's programs, policies, benefits and procedures during the first weeks of employment. The supervisor will conduct or arrange for such orientation.

Application for Employment

JFS Housing, Inc. | 4195 West Bradley Rd. | Brown Deer, WI 53209 | Ph: (414) 354-4700

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PLEASE PRINT

Date of application: _____

PERSONAL

Name: _____
(First) (Middle) (Last)

Are you under 18? Yes No If yes, date of birth: _____

Address: _____
Street City State Zip

Social Security No.: _____

Telephone No.: (_____) _____

Telephone number(s) where we can reach you during the day: _____

Are you either (1) a U.S. citizen or, if not, (2) do you currently have lawful employment authorization which permits you to work for JFS Housing, Inc. (JFSHI) without JFSHI having to take any action, either upon employment, or at any date in the future, to ensure or assist you in maintaining lawful employment authorization to work for JFSHI? Yes No

If you answer was "Yes," answer the following question: Are you a student on a temporary visa? Yes No

Proof of authorization to work will be required if you are employed by JFS Housing, Inc.

Have you ever worked at JFS Housing, Inc.? Yes No If yes, when? _____

Name then (if different): _____ Reason for leaving: _____

GENERAL

Position(s) applied for: _____

Date available for work: _____

Applying for: Full-time Part-time Temporary

Pay expected: _____

Are you professionally licensed or registered with any professional group, association or society relating to the job for which you are applying? Yes No

Name of group(s): _____

Registration or license number: _____ State: _____ Date of expiration: _____

Check any current assisted living certificates you hold: ___ Fire Safety ___ Medication administration ___ Standard Precautions
___ Resident Rights ___ Dietary ___ Other _____

If you are applying for a position which requires you to drive an automobile as part of your job, what is your driver’s license number and state of issue?

Number: _____ State of Issue: _____

On occasion, we work more than 8 hours per day and holidays, is that a problem? ___ Yes ___ No

(We will attempt to reasonably accommodate an applicant’s religious needs, as required by law.)

Do you have transportation to work? ___ Yes ___ No

Have you ever been denied a bond? ___ Yes ___ No

If yes, explain: _____

CRIMINAL AND OTHER OFFENSES

(1) Have you ever been convicted of, plead *nolo contendere* (no contest) to, or been fined in connection with any felony, misdemeanor, municipal ordinance violation, or any other type of offense (other than a parking ticket), regardless of the nature of the penalty or fine for that offense? ___ Yes ___ No If yes, please provide details: _____

(If you are in doubt about the nature of any offense, please list; this question is designed to require disclosure of all past convictions, violations, fines or offenses, and the failure to list a conviction, offense, violation or fine will be considered falsification and will be grounds for refusal to hire or termination of employment. However, no applicant will be denied a position because of a past conviction, offense, violation or fine, which is not substantially related to the circumstances of the employment sought.)

(2) Are you currently subject to a pending criminal charge for any misdemeanor or felony? ___ Yes ___ No

If Yes, provide details: _____

(This question is designed to elicit information on all pending criminal charges, whether felony or misdemeanor. However, no applicant will be denied a position because of a pending criminal charge which is not substantially related to the circumstances of the employment sought.)

SKILLS

If you have any training or experience in the following and if you believe it to be pertinent to the position applied for, please check.

___ Typing (Speed: ___ wpm)	Years: _____	___ Word Processing	Years: _____
___ Telephone Receptionist	Years: _____	___ Spreadsheet	Years: _____
___ Adding Machine	Years: _____	___ Presentation	Years: _____
___ Bookkeeping	Years: _____	___ E-mail	Years: _____
___ Accounting	Years: _____	___ Internet	Years: _____
___ Data Processing	Years: _____	___ Other	Years: _____

All applicants – please list any additional experiences, skills and qualifications which you believe relate to the job or jobs for which you are applying:

EDUCATION

Name and address of school	Circle last year completed				Did you graduate?	List diploma, degree and for post high school, list course of study
High school	1	2	3	4	Yes/No	_____
Business/Technical	1	2	3	4	Yes/No	_____
College	1	2	3	4	Yes/No	_____
Other (Specify)	1	2	3	4	Yes/No	_____

Please list any academic honors you have received which you believe relate to the job or jobs for which you are applying:

WORK HISTORY (IF NECESSARY, USE AN ANOTHER SHEET OF PAPER FOR ADDITIONAL EMPLOYERS)

Present or Last Employer _____ Employed from _____ to _____
Company Name (month & year) (month & year)

Address _____ City _____ State _____ Zip _____ Phone _____

Type of work: _____ Starting Salary _____ Last Salary _____
_____ Full-time _____ Part-time

Name/extension of supervisor: _____

Reason for leaving: _____

If this is your current employer, may we contact for a reference? _____ Yes _____ No

Next or Previous Employer _____ Employed from _____ to _____
Company Name (month & year) (month & year)

Address _____ City _____ State _____ Zip _____ Phone _____

Type of work: _____ Starting Salary _____ Last Salary _____
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Reason for leaving: _____

Next or Previous Employer _____ Employed from _____ to _____
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Type of work: _____ Starting Salary _____ Last Salary _____
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REFERENCES – Give the names and telephone numbers of three business/work references who are not related to you and whom you have known for at least one year. If not applicable, list three school or personal references who are not related to you.

Name	Title	Phone number	Number of years known
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Employment Agreements: Are you subject to any employment agreement or post-employment agreement with any other employer (including, but not limited to, employment contracts, non-compete or non-solicitation of customer or employee agreements, intellectual property rights agreements and/or confidentiality agreements)?

_____ Yes _____ No (If yes, attach a complete and accurate copy of each agreement.)

READ, UNDERSTAND, SIGN AND DATE IF YOU AGREE

I certify that the facts set forth in this application are true, correct and complete without misrepresentations or omissions of any kind whatsoever. I authorize investigation of the statements I have made herein.

I hereby release from any and all liability, all representatives of JFS Housing, Inc. for their acts performed in connection with evaluating my application, background, credentials and qualifications. I hereby further authorize any party (including the companies, schools and organizations listed in this application form) to release any information they may have about me to JFS Housing, Inc. including all of my personnel records with prior employers. I also release all persons, companies, schools and organizations (and all persons connected with them) who provide such information to JFS Housing, Inc. from any and all liability for any damage for giving this information. I understand that if any of the information on this application form is discovered to be incorrect, false or misleading or if there are any misrepresentations or omissions of any kind whatsoever, then JFS Housing, Inc. may deny me employment or terminate my employment, and I agree that JFS Housing, Inc. shall not be liable in any respect if it does so.

I understand that if I am employed by JFS Housing, Inc. any such employment is not binding on either party for any specific period of time. I further understand that no representative of JFS Housing, Inc. other than the President, has any authority to enter into any agreement for employment for any specified period of time. Any such agreement must be in writing and signed by the President. I understand that any other written or oral statement to the contrary, even if made by a supervisor, manager or officer of JFS Housing, Inc. is invalid and should not be relied on by me. I understand that if employed I will be an employee-at-will and that either JFS Housing, Inc. or I may terminate that employment relationship at any time, for any reason, with or without notice.

(Signature of Applicant)

(Date)

AUTHORIZATION FOR REFERENCE CHECK

I am applying for employment with JFS Housing, Inc. I hereby authorize any and all persons (including any and all employers with whom I have been employed, schools that I have attended and organizations with which I have been connected) to release any and all information they have about me to JFS Housing, Inc. This includes all of my personnel records with prior employers and any information about my performance during my employment with them and also includes all of my transcripts from any schools that I have attended. I hereby release all persons, companies, schools and organizations (and all persons connected with them) who provide such information to JFS Housing, Inc from any and all liability for any damage for giving this information.

This Authorization shall remain in effect for a period of one (1) year from the date on which I sign it. A photocopy of this Authorization may be used by JFS Housing, Inc and shall be as effective as the original.

Applicant's Name (please print)

Applicant's signature

Date

EQUAL EMPLOYMENT/NON-DISCRIMINATION

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