



Eagle Rock Boys Home

Employment Application

Please read before completing application:

1. Eagle Rock Boys Home is a private non-profit organization that provides residential care for boys ages 9 to 19.
2. Most of the boys in our care have severe behavioral and/or adjustment problems.
3. Working at Eagle Rock is a very challenging and sometimes stressful occupation.
4. Eagle Rock seeks to hire individuals who have a sincere desire to serve God by meeting the physical, emotional, and spiritual needs of our children. We are not a babysitting service and not a warehouse for children. Employees must be willing to commit not only their time but also their emotions to their work.
5. Stability is very important to the children at Eagle Rock. We seek to employ individuals who intend to be with us for an extended stay.
6. Applicants must be 21 years of age to be employed. This is a state requirement.
7. Direct Care applicants below age 25 may apply to be "Houseparent Assistants." Direct Care applicants age 25 and older may apply to be "Houseparent."
8. Our Houseparents, due to stress levels, do not live-in for more than 48 consecutive hours. Most work 8-hour shifts.
9. With rare exception, all Direct Care staff are hired initially as "Fill-In" employees and are paid minimum wage. Fill-in employees who perform well will receive priority when full-time positions become available. We recommend you maintain your current job, if possible, while serving as a fill-in. We will work around your schedule. In this way, you may make an informed decision regarding your desire to make a career with us. **Salaries increase significantly for regular full-time employees who are proven and effective.**
10. You must complete an extensive background check, including a criminal background fingerprint check, to be employed with Eagle Rock.

11. We hire quality individuals and do thorough screenings. Therefore, we do not do drug screens upon employment. However, state policy for childcare facilities mandates that random drug screens may be performed at any time without notice.
12. All programs at Eagle Rock are administered without regard to race, color, national origin, or handicap.
13. Please be aware that you are applying to work with a Christian organization and you will be asked to uphold Christian principles. You must be able to function within this context.
14. You must have a good driving record and be insurable to join our staff. If your record is questionable, please discuss it with the office staff before completing the application.
15. Copies of our screening requirements are available upon request.
16. References: You will be required to submit five (5) personal references and two (2) professional references. The last few pages of this application are reference forms. Please look for the "boxes" and fill out any information needed inside them. Eagle Rock will mail these forms using window envelopes to the addresses you list. Personal references should include one family member who knows you well, a pastor who knows you well, a close friend, and two non-related individuals who have known you for more than one year. On the "Employment Verification Request Form" please list your two most recent employers. If you would like to add additional employers, please make copies, and submit. For each professional reference form, you must also complete a release form. Eagle Rock will mail out the reference forms that you submit if it appears you are a good candidate for employment. Reference forms will be sent regardless of availability of position openings. Eagle Rock must receive all reference forms before the interview process begins. However, if Eagle Rock Administration wishes to interview you before all reference forms are received, you will be notified.
17. Interview Process: Once the application and references are received at Eagle Rock, you may be called for an interview. The first interview is to allow you to learn about Eagle Rock and the job. Following this interview, you must request a second interview. During the second interview, Eagle Rock will attempt to learn more about you. Following the second interview, Eagle Rock staff will notify you by phone or in writing of intent to hire, not hire, or postpone hiring. If you would like to know more about Eagle Rock before completing this application, please visit www.eaglerockfamily.org or call the office at **256-622-0722** to schedule an informational tour.

Eagle Rock Boys Home
149 Thomas Drive Gadsden, AL 35904

Belinda Hiti
Executive Director
(256) 622-0722

Position Applying For:



NAME: _____

PRESENT ADDRESS: _____

PHONE NUMBER: _____

SOCIAL SECURITY NUMBER: _____ **SEX:** M F

DATE OF BIRTH: _____ **US Citizen:** YES NO

DRIVER'S LICENSE NUMBER: _____ **STATE:** _____

DO YOU HAVE A CLEAR DRIVING RECORD? _____

If no, please explain: _____

CHILDREN (Names, Sex, Ages): _____

SPOUSE NAME: _____ **SPOUSE D.O.B:** _____

If hired, on what date could you begin work? _____

EDUCATION:

	School Name/ Address	Month/Year Attended (From-to)	Date Graduated Diploma/Degrees	Major/Minor
High School				
College/University				
Trade, Business, or Correspondence School				
Professional Certificates or Licenses Held				
Subjects or Special Studies				
Extra-Curricular Activities				
Special Ed. Training or Residential Group Childcare Training?	<i>If yes, explain.</i>			

MILITARY DATA:

MILITARY DATA	
Branch of Military Service	
Highest Rank Attained	
Type of Discharge	
Special Training of Benefit	
Reserve or National Guard?	
When are you required to attend drills, camp, or meetings?	
If other than honorable discharge, please explain.	

Briefly explain why you want to work at Eagle Rock Boys Home.

EMPLOYMENT HISTORY.

List employers for the last 10 years beginning with most recent.

PREVIOUS EMPLOYER	
Name	
Work Address	
Type of Business	
Date Employed	
Date Left	
Titles & Duty	
Supervisor Name & Title	
Starting Salary	
Final Salary	
Reason for leaving	
If still employed, may we Check references?	

PREVIOUS EMPLOYER	
Name	
Work Address	
Type of Business	
Date Employed	
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Titles & Duty	
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Work Address	
Type of Business	
Date Employed	
Date Left	
Titles & Duty	
Supervisor Name & Title	
Starting Salary	
Final Salary	
Reason for leaving	
If still employed, may we Check references?	

Briefly explain any gaps in your employment history.

PHYSICAL DATA:

1. Do you have any physical disabilities which might prevent or limit your ability to perform the duties and responsibilities of the position for which you are applying?

Yes No

If yes, explain why: _____

2. Have you had any major illness/operations in the last 5 years?

Yes No

If yes, explain why: _____

3. Have you been treated for, or have a history of, mental or emotional illness?

Yes No

If yes, please explain: _____

4. Have you received compensation for injuries?

Yes No

If yes, please explain: _____

5. How much work time have you lost in the past two years due to illness or injury?

6. Have you or a member of your household been declared uninsurable for health insurance, or have been diagnosed as needing an operation or continuous medical care?

Yes No

If yes, please explain: _____

ADDITIONAL INFORMATION:

Is there anything else about yourself or your spouse which will aid in evaluating your interest and qualifications for employment?

Please describe your personal involvement with the following:

Church:

What is the name of your church? How long have you attended there? Are you a member? Do you teach any classes? What responsibilities do you hold at church? Other information about your involvement:

Civic Club:

What is the name and purpose of your club? How long have you been a member? Do you hold office or carry out special assignments? What are your duties in the club? Any other information about your involvement:

Family:

What family members live with you? What type of family activities do you enjoy? Any other information about your family:

School:

Are you a student? Do you participate in your child or spouse's school activities? Do you volunteer to help any school? Any other school activity or involvement:

Youth Serving Organizations:

Are you involved with any youth serving organizations such as Boy/Girl Scouts, Youth Sports, etc.? Are you a coach or referee, or do you chaperone trips?

Other activities important to you:

