

AIMES CONSULTING, INC.
3806 Laborde Place
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AIMES Consulting, Inc. provides supportive living services for adults with intellectual disabilities residing in their own residence.

SUPPORT STAFF

Duties and Responsibilities:

- The health and safety of consumers is our number one priority;
- Help implement the consumer's objectives and behavior plans specified in the IPP/ISP;
- Assist consumers with their personal care needs (ADLS) as necessary to maintain hygiene;
- Assist/teach consumers with all household chores, groceries, plan and prepare meals;
- Assist consumers on all tasks, training and community integration activities;
- Assist/teach consumers to utilize the public transportation system;
- Assist in all medical/dental appointments, including transportation to and from;
- Maintain a clear focus toward developing consumer's independence and positive self-esteem;
- Follow through with all planned activities, and create schedules with consumers;
- Report any and all incidents, behaviors and occurrences immediately, which may include incidents of possible abuse or neglect;
- Will always present self appropriately and as a role model for consumers at home and in the community;
- Document daily charting notes
- Will attend mandatory monthly in-service
- Responsible for safeguarding all client information inside/outside client residence and off duty.

Minimum Qualifications:

- High School Diploma or equivalent (GED)
- Possess valid California Drivers License, DMV printout, insurance coverage.
- * Pass a background check, fingerprints and a criminal records check.
- Must be able to read and write and speak comprehensible English.
- Must be patient and have a capacity to work with very difficult behaviors.
- Must have good overall people skills.
- * Evidence of a TB test (negative) within the last year.
- * Pass random drug screening.
- CPR & First Aid Certification (prior to start date)
- Vehicle in good working condition at disposal during work shifts

** Provided by employer upon acceptance of conditional employment offer.*

*** In compliance with federal regulation, AIMES adheres to a strict zero-tolerance policy for alcohol and marijuana.**

Applications can be submitted Monday-Friday 10am-4pm



AIMES Consulting

Employment Application

Supportive Living Services

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Desired Salary: \$ _____

Position applied for: _____

How did you hear about this position? _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for or applied to this company? YES NO If so, when? _____

Are you 18 years or older? YES NO

Do you have access to a vehicle to utilize during scheduled shifts? YES NO
***This is a requirement for this position.**

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodations? YES NO If no, describe: _____

List your availability for each day of the week (*each workday begins at 12:00am and ends at 11:59pm*):

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
To:							
From:							

Education

High School: _____ Address: _____
Did you graduate? YES NO Degree: _____

College: _____ Address: _____
Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
Did you graduate? YES NO Degree: _____

Health Care Training: _____ Address: _____
Did you graduate? YES NO Degree: _____



Previous Employment

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

References

Please list three PROFESSIONAL references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____



Please list three PERSONAL references.

Full Name: _____ Relationship: _____

Phone: () _____ Address: _____

Full Name: _____ Relationship: _____

Phone: () _____ Address: _____

Full Name: _____ Relationship: _____

Phone: () _____ Address: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

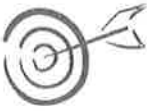
_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
Initials

_____ I hereby authorize AIMES Consulting, Inc. to thoroughly investigate my references, work record, education and other matters related to my suitability for employment unless otherwise specified above. I further authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice such disclosure. In addition, I hereby release AIMES Consulting, Inc., my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
Initials

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and AIMES Consulting, Inc. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.
Initials

_____ In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.
Initials

Printed Name: _____ Signature: _____ Date: _____



Please Tell Us About Yourself 😊

1. What do you feel are your strongest points? _____

2. What do you feel are your weakest points? _____

3. How would others describe you? _____

*

This area for Administrative Use Only

Date Application Received: _____

Called for interview: Yes No Date: _____

Interviewed by:

Hours Available: _____

Interviewer Notes: _____
