



AIMES HOMES, INC.
3806 Laborde Place
Bakersfield, CA 93308

Ph: (661) 589-9992 Fax: (661) 589-9993

AIMES Homes, Inc. is an organization that provides a variety of residential and support services for people of all ages with mild to profound disabilities.

SUPPORT STAFF

Duties and Responsibilities:

- Supervise and teach consumers who have behavioral, emotional, forensic, and developmental disabilities;
- Implement the consumers' objectives and behavior plans specified in the IPP;
- Supervise the consumers on all tasks, training and community integration activities;
- Assist consumers with personal care needs (ADLS) as necessary to maintain hygiene;
- Report all incidents and occurrences to the Lead Staff and Administrator, including all incidents of possible abuse or neglect;
- Maintain and enforce the conditions which are necessary for the residential program to operate: upholding the health and safety of residents, colleagues and the public; being responsible to see to it that neatness and cleanliness are maintained, including the performance of yard maintenance;
- Provide transportation of consumers as required using company vehicles and personal vehicles;
- Present self appropriately and as a role model for consumers and other support staff at home and in the community;
- Attend all required monthly in-service trainings;
- Facilitates necessary communication, both verbal and written of matters which are essential to all staff of the assigned and the oncoming shift;
- Complete all charting daily to ensure that consumers' data is up to date;
- Follow activities schedule, keep consumers active and always give them a choice; and
- Will know and follow emergency plan and procedures, and follow them to ensure safety to the consumers.

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



Employment Application

Group Homes

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 Homes, 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 Homes, 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 Homes, 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: _____

