

Langton Green, Inc.

Providing individualized services and supports for persons with developmental disabilities

Do you want to work at Langton Green? GREAT! In case you're not familiar with what we do...we provide residential support for developmentally disabled adults. We help them with everything from personal needs to daily activities to medical care to recreation. You name it, we do what we can to make their lives as good as they can be and more!

Weekday or weekends? Full or part time? We often have positions to fit a variety of schedules...House Manager, Support or Relief Staff, Awake Overnight, or One-to-One. Some are live-in, some are weekdays or weekends. Full time employees qualify for a terrific benefits package, including health insurance.

To give you an idea of hours, full time weekend live-in is 3:00pm Friday to 9:30pm Sunday. Full time weekday live-in is Sunday night through Friday morning (off each day between 9am – 3pm). Part time weekend is Saturday and Sunday from 9:00am to 9:00pm.

Pay ranges from \$9.00-9.50/hour for Awake Overnight, \$10.00-10.60/hour for Relief and Support staff, \$10.50-11.10/hour for live-in staff, and \$11.00-11.50/hour for House Managers.

Yes, we have requirements you'll need to meet just to apply. The basics are:

- ▶ Valid driver's license
- ▶ High school diploma or GED
- ▶ 19 years of age
- ▶ Three-year verifiable work history

Now, read that again and make sure you meet each one. There are others throughout the process, but we'll take this one step at a time.

We get in touch with each and every applicant. Incomplete applications will be returned (that means fill out every single thing!), and if you apply without meeting the basics, you already know what the answer will be. Otherwise, we'll get you processed, but it takes time so you'll need to practice patience. Wait for us to contact you; we know it's hard to wait but that's how it works. **Now re-check those requirements** and if you qualify, get that application to us by mail, fax, or email (all that's below). Show us what you've got!

*Do you have what it takes
to make a real difference
in someone's life?*

APPLICATION FOR EMPLOYMENT
Langton Green, Inc.
3016 Arundel on the Bay Road, Annapolis, MD 21403
Mail application or fax to 410-269-0297
Email to HumanResources@langtongreen.org

Position applied for _____ Date _____

Full Time Weekdays Weekends Live In
 Part Time Weekdays Weekends Live Out

Name (Last, First, Middle) _____

Address _____

Street

Apartment

City

State

Zip Code

Home Phone _____ Work Phone _____

Cell Phone _____ Email _____

Social Security Number _____ - _____ - _____

Are you eligible to work in the United States? Yes No

Are you at least 19? Yes No

How did you learn about the job? _____

List the names and relationships of all relatives or friends who work or have worked for Langton Green.

Name	Relationship	Name	Relationship
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Name	Relationship	Name	Relationship
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Do you have a valid driver's license? Yes No State of issue: _____

What is your driver's license number? _____

➤ ***A yes answer to the following questions will not necessarily disqualify you for consideration of employment. However, withholding information or presenting false information will constitute grounds for immediate rejection of the application, or withdrawal of offer of employment if made, or termination from employment if hired.***

Has your driver's license ever been suspended or revoked in any state? Yes No

Have you ever received a traffic violation citation? Yes No If yes, explain.

Have you ever been dismissed or asked to resign from a position, or have you ever resigned in order to avoid being dismissed? Yes No If yes, explain.

Have you ever been charged with a crime? Yes No If yes, explain.

Have you ever been convicted of a crime? Yes No If yes, explain.

AUTHORIZATION FOR RELEASE OF INFORMATION

In connection with my application for employment, I authorize Pinkerton Consulting and Investigations, and their respective agents, to solicit information about my criminal background.

I authorize, without reservation, any government agency contacted by Pinkerton Consulting and Investigations, or their respective agents, to furnish the above referenced information.

I release Pinkerton Consulting and Investigations, or their respective agents, and government agencies providing information or reports about me, from all liability arising out of the release of any such information or reports.

Name _____
(First) (Middle) (Last)

Other names used (including maiden names) _____

Current address _____

County _____ City _____ State _____

Zip Code _____ Number of years at this address _____

Prior address _____

County _____ City _____ State _____

Zip Code _____ Number of years at this address _____

Telephone number _____ Date of birth _____

Driver's License # _____ State of issue _____

Expiration date _____ Social Security Number _____

Name of most recent employer _____

Address _____

County _____ City _____ State _____

Zip Code _____ Number of years employed at this address _____

Signature _____ Date _____

Witness _____

➤ **EDUCATION**

High School _____ Location _____

Dates Attended _____ Diploma ____ GED ____

College _____ Location _____

Dates Attended _____ Degrees _____

Other School _____ Location _____

Dates Attended _____ Degrees _____

May we contact your current employer for a reference? _____

On what day would you be available for work? _____

➤ **EMPLOYMENT HISTORY:** List below your employment experience beginning with the most recent and list all jobs. If additional space is needed, please use the back of this sheet.

Company #1 _____

Address _____

Start and End Dates _____ Position(s) held _____

Telephone _____ Supervisor _____

Duties _____

Reason for leaving _____

Company #2 _____

Address _____

Start and End Dates _____ Position(s) held _____

Telephone _____ Supervisor _____

Duties _____

Reason for leaving _____

Company #3 _____

Address _____

Start and End Dates _____ Position(s) held _____

Telephone _____ Supervisor _____

Duties _____

Reason for leaving _____

Company #4 _____

Address _____

Start and End Dates _____ Position(s) held _____

Telephone _____ Supervisor _____

Duties _____

Reason for leaving _____

➤ **PERSONAL REFERENCES:** List three persons who have firsthand knowledge of your skills, knowledge, ability, and character (not including family members).

Reference #1 _____

Address _____

_____ Telephone _____

Reference #2 _____

Address _____

_____ Telephone _____

Reference #3 _____

Address _____

_____ Telephone _____

