

SOUTHEAST KANSAS RESPITE SERVICES, INC.

PO BOX 936, PARSONS, KS 67357

1-800-362-0390 OR 1-620-421-6550

DIANE SALYERS EXT. 1642 OR MARY CARR EXT. 1670

RESPIRE PROVIDER/PERSONAL CARE SERVICES INFORMATION FORM

PLEASE PRINT

NAME _____ DATE _____

ADDRESS _____

HOME PHONE _____ CELL PHONE _____

EMAIL ADDRESS _____

CURRENTLY EMPLOYED YES ___ NO ___

DO YOU HAVE A VALID DRIVER'S LICENSE? * YES ___ NO ___

ARE YOU 18 OR OLDER? YES ___ NO ___

ARE YOU WILLING TO WORK OUT OF TOWN? YES ___ NO ___

HAVE YOU EVER BEEN CONVICTED OF A FELONY WITHIN THE LAST 7 YEARS? ** YES ___ NO ___

** If yes, please describe in detail on a separate sheet of paper and include it with your application (a past conviction is not necessarily a bar to employment).

*(Please provide a current copy of driver's license with this application)

PLEASE PROVIDE 3 WORK OR BUSINESS RELATED REFERENCES WHERE THE PERIOD OF ASSOCIATION (YEARS KNOWN) HAS BEEN AT LEAST 1 YEAR. PLEASE DO NOT USE RELATIVES. LISTING THESE REFERENCES GIVES SEKRS, INC. PERMISSION TO CONTACT THEM AND RELEASES SEKRS, INC. FROM LIABILITY FOR USING INFORMATION GIVEN FOR EMPLOYMENT PURPOSES.

NAME	PHONE
_____	_____
_____	_____
_____	_____

SEKRS PRE-EMPLOYMENT AGREEMENT

PLEASE READ CAREFULLY, PRINT YOUR NAME, INITIAL AND SIGN WHERE INDICATED

I _____ understand and agree that:
(Print Name)

1) The information I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, may be justification for refusal of employment, or if employed, termination from employment.

_____ (Applicant's initials)

2) Any offer of employment I may receive from SEKRS, Inc. is conditional upon successful completion of the screening process, including satisfactory references and satisfactory results of any other pre-employment checks/ test, such as motor vehicle checks, Kansas SRS Abuse and Neglect Registry, KBI background check, Health Occupation and Home & Health Excluded Individuals.

_____ (Applicant's initials)

3) In processing my application for employment, SEKRS, Inc. has my permission to verify all the information provided by me or may procure or have prepared an investigative report for this purpose concerning my prior employment, education, military record, character, general reputation, motor vehicle record and criminal record. I understand upon written request for SEKRS, Inc. I will be informed whether an investigative consumer report was requested and given full information as to the nature and scope of investigation.

_____ (Applicant's initials)

4) I understand no statements made in pre-hire interviews or discussions, or in recruiting materials of any kind, alter the at-will nature or employment or imply that discharge will occur only for cause. If hired, in consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of SEKRS, Inc. and understand that my employment can be terminated with or without cause or notice at any time, at the option of either myself or SEKRS, Inc.

_____ (Applicant's initials)

5) I understand that SEKRS, Inc. reserves the right to require Drug/Alcohol testing of proposed employees prior to employment or existing employees on a periodic, random basis and where probable cause exists. Failure to submit to the drug test could result in your application for employment being rejected or in termination.

_____ (Applicant's initials)

6) I authorize and request that all my present (unless I ask my present employer not to be contacted) and former employers and those individuals I have listed as references furnish information about my character and/or employment record including the reason for the termination of my employment, work performance, abilities, and other personal qualities pertinent to my qualifications for employment. I hereby release them from any and all liability for furnishing the requested information. A copy of this release shall be as binding upon me as the original.

_____ (Applicant's initials)

I have read and agree to the terms and conditions as stated above

Signature: _____ Date: _____

(Send forms via U.S. Mail. Do not email.)

SEKRS, Inc. considers all applicants for employment without regard to race, color, religion, sex, national origin, handicap or disability, or veteran status. SEKRS, Inc. complies with all applicable state and local laws prohibiting discrimination in employment, including the reporting requirements of K.S.A. 44-1031. SEKRS, Inc. also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the **Americans with Disabilities Act (ADA)** and applicable state and local laws. If you need any accommodations, please let us know.