



Whole Life Services, Inc.

1565 E. State St. Hermitage, PA 16148
(724) 342-3205 or (724) 347-5595

Hello and welcome to Whole Life Services, Inc. This document is an introduction to employment for WLS. Whole Life Services provides quality services to individuals to live the best everyday life. We provide "Person Centered" planning to develop the best plan for each individual. There are requirements that are held by the state of Pennsylvania and our company to be an employee with us. The requirements are as listed:

- ✓ Minimum of 18 years of age
- ✓ A high school diploma or GED
- ✓ Valid driver's license, up-to-date auto insurance and registration, and reliable transportation (we do provide transportation in personal/staff vehicles throughout a typical shift)
- ✓ Clearances- Act 33, 34, and FBI (may be obtained upon hire)
- ✓ The ability to adapt to change rather frequently (as schedules may change as needed)
- ✓ Be able to provide the best care, welfare, safety, and security to each individual that we serve
- ✓ Be able to assist individuals with personal care and/or hygiene
- ✓ Be able to deal with bodily fluids of any kind
- ✓ Be able to assist individuals that may need assistance with ambulatory/transitioning/relocating needs
- ✓ Be able to work with a wide range of different individuals, as substitutes will be called to provide services to any individual who needs care on that given day
- ✓ Be able to understand and assist any individuals that may show challenging behaviors on any given day
- ✓ Be able to read and write English frequently during each shift



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APPLICATION FOR EMPLOYMENT

Whole Life Services, Inc. is committed to a policy of Equal Employment Opportunity and will not discriminate on any legal recognized basis, including but not limited to race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, non-job related handicap, disability, or veteran status.

Personal Background Name: _____ Social Security Number: _____ <div style="display: flex; justify-content: space-around; width: 80%; margin: 0 auto;"> Last First Middle </div> Present Address: _____ <div style="display: flex; justify-content: space-around; width: 80%; margin: 0 auto;"> Street City State Zip Code </div> Previous Address: _____ <div style="display: flex; justify-content: space-around; width: 80%; margin: 0 auto;"> Street City State Zip Code </div> Home Phone: _____ Cell Phone: _____																								
Position applying for: _____ Date you can start: _____ Salary desired: _____ Are you employed? _____ If so, may we inquire your present employer? _____ Ever applied to this company before? _____ Where? _____ When? _____ Are you willing to work overtime? Yes: _____ No: _____																								
U.S. Military or Naval Services: _____ Rank: _____ If driving is a requirement of this job for which you applying, do you have valid driver's license? Continued employment is contingent on your maintaining a current, valid driver's license. Yes: _____ No: _____ If a minor, can you produce the age/work certificate necessary to obtain employment? Yes: _____ No: _____ After employment, can you submit verification of your legal right to work in the U.S.? Yes: _____ No: _____ Have you ever been convicted of a felony? Yes: _____ No: _____ <small>(Note: This question does not apply to convictions which have been sealed or expunged. A conviction record will not necessarily be a bar to employment)</small> If so, please describe fully the felony conviction(s), listing the nature of the offense, your age at the time of the offense, and your rehabilitation since the conviction(s) _____ _____ _____																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="font-size: small;">Education Background</th> <th style="font-size: small;">Name and Address of School</th> <th style="font-size: small;">Grade Completed</th> <th style="font-size: small;">Graduated Yes/No</th> <th style="font-size: small;">Major area of study</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">High School</td> <td style="height: 30px;"></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">College</td> <td style="height: 30px;"></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Other</td> <td style="height: 30px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Education Background	Name and Address of School	Grade Completed	Graduated Yes/No	Major area of study	High School					College					Other								
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High School																								
College																								
Other																								
Specialized technical skills (I.E. Computer Programmer, Language, Equipment Operation, Special Tools or Machines Used) _____ _____ _____ _____																								

WHOLE LIFE SERVICES, INC. APPLICATION FOR EMPLOYMENT

Do you have a handicap or disability which would substantially interfere with your ability to perform the essential duties of the job for which you have applied? If yes, what can be done to accommodate your limitations?

Work Experience

(List below your last four employers, starting with your present or last place of employment)

Date	Name, Address, and Phone Number of Employer	Salary	Position	Name of Supervisor & Phone Number	Reason for Leaving
From: To:					
From: To:					
From: To:					
From: To:					

References

Give the name of three persons not related to you that are work related, whom you have known for at least 3 years

	Name & Occupation	Address	Phone Number	Years Known
1.	_____			
2.	_____			
3.	_____			

Applicant's Statement

In signing this application, I certify that all of the foregoing information is a complete and accurate statement of the facts and understand that if any misrepresentation, admission, or falsification be discovered, it will constitute grounds for dismissal at any time during my employment. I hereby authorize you to conduct any investigation necessary concerning any part of my background related to the position I am seeking. This will include background checks into personnel files, attendance, safety records, performance reviews, etc... I release all parties from liability in connection with the provision and use of such information.

Applicant's Printed Name

Applicant's Signature

Date

WHOLE LIFE SERVICES, INC. APPLICATION QUESTIONS

Name: _____

1. Why are you applying for this position? _____

2. How would people you have worked with describe you? _____

3. Describe an ideal work environment or "the perfect job" _____

4. Do people ever come to you for help in solving problems? _____ If so, Why? _____

5. Tell us how the quality of your work impacts others around you. _____

6. People react differently when job demands are constantly changing. How would you react to this? _____

7. We believe this organization should work like a team. What is essential for a team to be successful? _____

8. How would you react if an individual you support or their family member told you they don't like the care that you are giving them? _____

9. What do you do when you think that someone is not listening to you? _____

10. What kinds of events cause you stress on the job? _____

11. $2 \times 7 =$ _____

14. Convert to a decimal: $\frac{3}{4} =$ _____ $\frac{1}{4} =$ _____

12. $5 + 5 =$ _____ $+2 =$ _____ $\div 6 =$ _____

15. $\$10.00 - \$4.75 =$ _____

13. $1.5 + 3 + .75 + 1.25 =$ _____

16. $\$20.00 - \$6.89 =$ _____

