

Dear Applicant,

Thank you for your interest in employment opportunities with Comfort Community Center (CCC). Enclosed is the application packet you requested. Please take the time to read everything in this packet.

Due to the high volume of qualified applicants, Human Resources will only contact those people have been selected for an interview.

Once you have completed the entire application, please email, mail, or fax it back to us along with your resume.

Thank you for your interest in CCC!

Comfort Community Center

Attn: Human Resources

700 Sandy Plains Road

Suite B14

Marietta, GA 30068

Phone: 678.581.1831

Fax: 678.581.1836

Email: [comfortcommunitycenter@gmail.com](mailto:comfortcommunitycenter@gmail.com)

# Application for Employment

*Comfort Community Center is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.*

**PLEASE TYPE OR PRINT.** Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid job numbers will not be considered for any position.

Position Applying For:	Name (Last, First, Middle): #	Other names under which you have attended school or been employed:	
Street Address: #	City, State & Zip: #		
Social Security Number:#	Home Phone:#	Work Phone:#	Other Phone: #
Are you eligible to work in the United States?	#Yes # No		
Are you 18 years of age or older?	# Yes # No	If NO, what is your current age?	
Are you currently employed at # (company)?	#Yes # No	If YES, what is your current job title & department?	
Have you ever been employed by # (company)?	# Yes #No	If YES, dates of employment & reason for leaving:	
Are you related to any current # (company employee)?	#Yes # No	If YES, their name & their relationship to you?	
If required for position, do you have a valid driver's license?	# Yes # No	If YES, State of issuance, license #, and expiration date:	
How did you learn about this employment opportunity? Check all that apply: Ad in <i>newspaper</i> Job Bulletin (Posting) /Walk-in Website Dept. of Labor Ad in magazine Referral by employee Other:			

**EDUCATION**

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree Received	Major
High School: #	#	Yes No	#	#	#	#
GED: #	#	Yes No	#	#	#	#
Other School: #	#	Yes No	#	#	#	#
College: #	#	Yes No	#	#	#	#
College: #	#	Yes No	#	#	#	#
College: #	#	Yes No	#	#	#	#
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

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**WORK EXPERIENCE-**Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments.

**PLEASE DO NOT** complete this information with the notation "See Resume."

**PLEASE NOTE:** Comfort Community Center reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: To	Full time Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	

Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: At any time Only if I am a finalist candidate
Primary duties:	Reason for Leaving:	

Dates Employed (most recent position) From: To	Full time    Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: At any time Only if I am a finalist candidate
Primary duties:	Reason for Leaving:	

Dates Employed (most recent position) From: To	Full time    Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: At any time Only if I am a finalist candidate
Primary duties:	Reason for Leaving:	

Dates Employed (most recent position) From: To	Full time    Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: At any time Only if I am a finalist candidate
Primary duties:	Reason for Leaving:	

Dates Employed (most recent position) From: To	Full time    Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: At any time Only if I am a finalist candidate
Primary duties:	Reason for Leaving:	

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

The information provided on this application is accurate to the best of my knowledge and subject to verification by Comfort Community Center (CCC). I understand that proof of age may be required upon employment. I understand I must truthfully answer all the questions on this application. I also understand that if I do not, I may be refused employment, or separated if I am a current company employee.

If employment results from this application, I understand that additional personal data, a physical examination, criminal background check, drug test, and motor vehicle report will be required.

I authorize all previous employers to furnish CCC with any information they may have regarding my employment and my reason for leaving, and I release any prior employers and this company from all liability for and damage resulting from the information provided.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Supplemental Questions

*Please complete the questions below to the best of your ability. The answers to these questions will help us in the hiring process.*

What skills/qualifications do you possess that you feel qualify you for this position?

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If you have worked with individuals with developmental disabilities in the past, give two examples of how you supported individual choices and independence for the clients you worked with.

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What would your current or previous supervisor tell us regarding your work ethic?

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Give one example of how you and another co-worker resolved a work related conflict.

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Name three things that make a job enjoyable to you.

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What are your future goals relating to employment?

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Give a brief example of what "Client Rights" means to you.

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# Essential Elements-Job Functions Assessment

<u>Physical Requirements</u>	<u>Work Environment</u>	<u>Mental Requirements</u>	<u>Equipment</u>
Vision	Works Alone	Reading	Fire extinguisher
Hearing/Listening	Works w/others	Writing	Telephone
Clear Speech	Verbal Contact w/others	Clerical	Calculator
Walking	Face to Face Contact	Flexibility	Fire Alarm
Lifting	Shift Work	Memorization	Wheelchair Lift
Pushing	Extended Day/Weekend	Analyzing	Monitor
Pulling	Inside	Perception	Television/VCR
Climbing Stairs	Outside/Community	Math Skills	Kitchen Appliances
Carrying	Confined Areas	Judgment	Vacuum Cleaner
Kneeling	Temperatures	Decision Making	Steam Cleaner
Stooping	Changes	Initiative	Pager
Bending	Noise	<u>Stress Factors</u>	Security System
Bathing	Dirt/Dust	Repetition	Pallet Jack
Toileting	Fumes/Odors	Fatigue	Augmentative
Sitting	Mechanical Equipment	Boredom/Isolation	Communication Devices
Standing	Electrical Equipment	Behaviorally Challenged	<u>Other</u>
Laundry	Pressurized Equipment	Individuals	First Aid Certification
Driving	Burning Materials	Clients with Inappropriate	CPR Certification
*Car/Truck	Moving Objects	Sexual Behavior	Agency Training
*Van		Burnout	Certification
*Wheelchair Van		High Pressure	Valid GA Driver's License
Cleaning			Medical Equipment
Lifting/Transferring			Knowledge of CCC's
Wheelchair Bound			Policies & Procedures
Individuals			Team Player
Cooking			Community Awareness
Feeding			Monitors Health & Safety of
Oral/Hygiene Care			Clients
			Supervision of Clients
			Administration of Meds and
			Documents
			Basic Maintenance

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