



Application for Employment

Campbell River and District Association for Community Living
1153 Greenwood Street, Campbell River, BC V9W 3C5
Telephone: 250-286-0391 Fax: 250-286-3732

Thank you for your interest in applying with CRADACL. Please completely fill out and sign the following application and attach a copy of your resume if available. We will keep your resume on file for 6 months. Thank you!

| Personal Information: |
|-------------------------|
| Name: _____ |
| Address: _____ _____ |
| Phone Number(s): _____ |
| Email address: _____ |

| Positions you are interested in applying for: (a description of all programs is provided on page 4) | Availability: (please check all that apply) |
|--|--|
| Residential Programs | Full time |
| Passages (Adult Day Program) | Part time |
| Recreation and Leisure | Casual on call |
| Semi-Independent Living | Days |
| Seniors Housing | Evenings |
| Supported/Customized Employment | Nights |
| Early Intervention Programs | Weekends |
| FASD/Autism | |
| Supported Child Development | |
| Community Access Services (ages 12-18) | |

Have you previously worked for the Campbell River and District Association for Community Living?
 Yes No
 If yes, what time period? _____ what position? _____

Are you legally entitled to work in Canada? Yes No
 Canadian Citizen Landed Immigrant/PR Work Permit Other: _____

How did you learn about CRADACL?
 Newspaper CRADACL Website Other (please specify): _____

How did you learn of the position for which you're applying?
 Newspaper CRADACL Website Other (please specify): _____

Do you currently have a family member working for the Association for Community Living? Yes No

If hired, do you have a reliable means of transportation to get to work? Yes No

Do you have a Class 4 Driver's License? Yes No

Do you have a Class 5 Driver's License? Yes No

Education and Training: please list your certifications/diplomas, including dates of completion. Upon hire, proof of education and training is required.

Are there other relevant experiences, skills, qualifications which you feel would apply to employment with the Campbell River and District Association for Community Living?

Employment History:

| | |
|---|---------------------------------|
| Name and Address of Employer: | Type of Business: |
| Your Job Title: | Duties and Responsibilities: |
| Dates of employment: | Reason for leaving: |
| Supervisor's Name, Title, Phone Number: | Reference Authorization: Yes No |

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CONDITIONS OF EMPLOYMENT AND APPLICANT'S CERTIFICATION – PLEASE READ CAREFULLY BEFORE SIGNING:

I have completed this application in my own handwriting and certify the information supplied by me on this form is true, accurate and complete and is not intended, any respect, to be misleading to the Campbell River and District Association for Community Living, hereafter referred to as the Association. I understand and acknowledge I may be refused employment for cause or, if hired, I may be subsequently discharged from employment for just cause and without notice, or pay in lieu of notice, if any information contained herein is misleading or is not entirely true, accurate and complete.

Initial:

I agree to undergo a TB skin test or chest x-ray, as well as any required physician's examination in order to document that I meet an acceptable standard of health. **Initial:**

I understand that, if hired, I will be required to serve a probationary period. **Initial:**

I agree that after completing the required waiting period, I will enrol in all compulsory benefit programs for which I am eligible, and that I will comply with all the rules and regulations pertaining to the Association, as outlined in the Policy Manual and the Collective Agreement. **Initial:**

I understand that I may be required to work various shifts or schedules. **Initial:**

I understand that any job offer **will** be subject to the consent to, and the result of, a criminal record search and reference checking. **Initial:**

I understand that the Association reserves the right to withdraw any job offer. **Initial:**

Furthermore, I hereby authorize the Association and its agents, to discuss this application for employment and my abilities, skills and experience with any reference or previous employer listed and to conduct or cause to be conducted a personal investigation of me in connection with my possible employment with the Association. **Initial:**

Applicant's Signature: _____ Date: _____

Hiring Requirements (may be required upon hire)

Ministry of Public Safety and Solicitor General Criminal Record Check
Standard First Aid with Industry
TB skin test
Hepatitis B immunization
Physician's approval of health
Restricted Class 4 Driver's License
Food Safe Certificate
Proof of educational certification / diploma / degree
Own vehicle requirements
Driver's Abstract

Program Descriptions

Residential Program - This program is responsible for the operation of several staffed residential group homes for adults with developmental disabilities. Each home has unique characteristics but share a caring, supportive environment to help people achieve their optimal level of independence.

Passages (Adult Day Program) – This program provides supports and teaching in the areas of daily living, social, communication, pre-vocational, recreation, and leisure and provides opportunities to access their community.

Recreation and Leisure – This day program offers leisure and recreation activities to adults with developmental disabilities who have moved from full time to part time employment or to retirement.

Semi-Independent Living - This program supports adults with developmental disabilities to live as independently as possible in their own home or apartment. The staff provide assistance in daily living skills to include banking, budgeting/bill paying, grocery shopping, household maintenance, social and leisure, and personal hygiene.

Supported Employment - Through training in job search skills, interview skills, and job-specific skills, Supported Employment works with local employers to assist individuals eligible for our services in obtaining meaningful work within the community.

Early Intervention Programs – Early Intervention Programs is committed to working in partnership with families and recognizes the family and supporting environment as the most valuable resource in an individual's life. Services are offered through an infant development program, speech and language, physical therapy, occupational therapy and a family resource program.

FASD / Autism - This program coordinates community based psychological assessments for children and youth suspected of having Fetal Alcohol Spectrum Disorder, Autism Spectrum Disorder or other Complex Developmental Behavioural Conditions. Community education and services to support families whose children have FASD are also provided.

Supported Child Development - This program supports children from birth to twelve years of age, who have a developmental disability to fully participate in inclusive neighbourhood child care programs.

Community Access Services - This program for children with special needs, aged twelve to eighteen, provides opportunities for local leisure and recreational activities focusing on peer socialization and interaction. The program also supports children in their transition to adult services.

Seniors Housing - Ironwood Place is a fifty-four unit senior's assisted living community. This program provides a range of hospitality services that promote independence, choice and dignity to the seniors who live there, to include two meals a day, recreational activities and housekeeping services.