



7520 East 88th Place, Suite 101
 Indianapolis, IN 46256
 Phone: (317) 735-6001
 Fax: (855) 450-1177

APPLICATION FOR VOLUNTEERS

It is the policy of Paradigm Living Concepts to provide employment, training and development, compensation, promotion, and all other conditions of employment without regard to race, color, religion, national origin, gender, sexual orientation, age, marital status, physical or mental disability, or status as a disabled veteran. You may request any needed accommodation in order to complete this form.

Position applied for _____ Date of Application _____

How did you learn of this position: Ad(please specify) _____

Walk-in _____ Other _____ Employee Referral (please name) _____

Do you have a relative working at Paradigm? If yes, list name(s) _____

Last Name _____ First Name _____ MI _____ Social Security _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email address _____

Have you ever applied for employment with us? Yes No If yes, when _____

Have you ever been employed with us before? Yes No If yes, name _____

Are you under the age of 18? Yes No If yes, can you furnish a work permit? _____

Are you legally eligible for employment in this country? Yes No
 (Proof of U.S. Citizenship or immigration status will be required upon employment)

Date available for work _____ Will you work overtime if asked Yes No

Please list any specific skills, training, certificates, or licenses that are relevant to the position you are applying for: _____

Are you on layoff and subject to recall? Yes No

Have you been convicted of a crime? Yes No

If yes, please explain: _____

Are you on the Office of the Inspector General List of Excluded Individuals/Entities? Yes No

If yes, please explain: _____

You **must** list any previous name(s): _____

Education

Type of School	Name and location of school	Course of study	# of Years Completed	Degree or Diploma
High School				
College				
Graduate School				
Business/Trade/Technical				

Employment / Volunteer History (List *all previous employers* beginning with the most recent; attach additional pages as necessary)

1. Company Name:		Telephone:
Address:		Employment Dates From: _____ To: _____
Name of Supervisor:	May we contact? _____	Hourly Pay Start: _____ Last: _____
Job title and list duties:		Reason for Leaving:
2. Company Name:		Telephone:
Address:		Employment Dates From: _____ To: _____
Name of Supervisor:	May we contact? _____	Hourly Pay Start: _____ Last: _____
Job title and list duties:		Reason for Leaving:
3. Company Name:		Telephone:
Address:		Employment Dates From: _____ To: _____
Name of Supervisor:	May we contact? _____	Hourly Pay Start: _____ Last: _____
Job title and list duties:		Reason for Leaving:

References

Please complete the information for **three (3)** professional or personal references below. **These references should not be relatives or persons living in the same home.**

1. Reference _____ <i>Please Indicate: Personal/Professional</i> Address _____ City/State/Zip _____ Telephone Number _____ Company _____ Title _____
2. Reference _____ <i>Please Indicate: Personal/Professional</i> Address _____ City/State/Zip _____ Telephone Number _____ Company _____ Title _____
3. Reference _____ <i>Please Indicate: Personal/Professional</i> Address _____ City/State/Zip _____ Telephone Number _____ Company _____ Title _____

Schedule Availability

DAY	What days of the week are you available to volunteer?
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

How many hours would you like to devote volunteering per week? _____

Please note any exceptions or special circumstances related to your schedule availability:

Please list any special skills or interests that you could contribute to the Paradigm team.

APPLICANT CERTIFICATION AND AGREEMENT

Important, please read carefully!

I certify that the information provided in this application is true and complete. I authorize an investigation of all statements contained in my application for employment and understand that any false or misleading statements or material omissions are cause for refusal to hire or separation of employment, if employed. I hereby authorize former and present employers, except as I have otherwise indicated in writing, as well as references and others to provide or verify any information they have regarding me or my employment with them to Paradigm Living Concepts (hereinafter called the "Company") or its representatives and release them from any liability arising from the furnishing of any employment history to the Company.

I further agree and understand that except as governed by existing federal, state, or local law, where applicable my employment or an offer of employment establishes no guarantee or promise of continued employment or set hours of work or any other obligation on the part of the Company beyond pay for actual work performed at the agreed upon rate and that the employment relationship may be terminated at anytime, by myself or the Company, at either party's option and will.

I understand the needs of the Company may require that I be assigned increased hours, decreased hours, shift work, overtime work, weekend work rotation shifts or other work schedule arrangements or changes in my work schedule or hours and I hereby accept any such work schedule or hours or any such changes in work schedule or hours as a condition of employment with the Company.

I agree to accept and abide by the policies of the Company as may from time to time be established or amended. I agree to protect the confidence and privacy of any and all information, which pertains to the conduct of the Company's business. I understand that only the Executive Director of the Company may amend this agreement and that such amendment must be in writing. I understand that satisfactory completion of a physical examination is a condition of employment. I also understand my refusal to complete the above will preclude further consideration for employment.

Paradigm Living Concepts is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

Signature of Applicant _____ Date _____