

**Artemis**  
**Home, Community & Employment Supports, LLC**  
**824 Spring St.**  
**Latrobe, PA 15650**  
**724-961-2037**

### **Application for Employment**

Artemis is an equal opportunity employer and will consider all applicants for all positions equally and without regard to their race, sex, age, color, religion, national origin, veteran status, genetic information or any disability as defined in the Americans with Disabilities Act, or any other reason protected by State or Federal Laws.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered.

#### **PERSONAL INFORMATION**

Date of Application \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email address \_\_\_\_\_

Current Address

\_\_\_\_\_  
\_\_\_\_\_

How long have you resided at this address? \_\_\_\_\_

Have you lived outside the Commonwealth of PA in the past 2 years? \_\_\_\_\_

Are you a citizen of the U.S. or do you have legal rights to be employed in the U.S.?

\_\_\_\_\_

Are you 18 years of age or older? \_\_\_\_\_

Do you have a high school diploma or GED? \_\_\_\_\_

Do you have the ability, with or without reasonable accommodations, to perform the necessary functions of the job including considerable time traveling and possible lifts or transfers? \_\_\_\_\_

If no, please explain

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Are you subject to any non-compete, non-disclosure or confidentiality agreements, or any type of agreement with any current or former employer(s) or organization(s) which would limit your ability to work for our company? \_\_\_\_\_

If yes, please explain

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Driver's License: State \_\_\_\_\_ Date of expiration \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position applying for:

- Direct Support Professional
- Lead Direct Support Professional (must be CI certified and have extensive experience in the field)

Desired salary range (hourly rate) \_\_\_\_\_

Are you most interested in Full time \_\_\_\_\_ Part Time \_\_\_\_\_ Summer/break \_\_\_\_\_?

Date available to start \_\_\_\_\_

How did you learn of our company and/or open positions (provide name if referred)?

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Are you now or do you expect to be working in any other business or job? \_\_\_\_\_

Are there any days or hours that you would not be available to work? If so, please specify any days/hours you are **NOT AVAILABLE TO WORK**.

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Are you currently employed? \_\_\_\_\_

May we contact your current employer for a reference? \_\_\_\_\_

Have you been convicted of a felony in the past 7 years? \_\_\_\_\_

If yes, please explain:

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Veteran of the U.S. Military Service? \_\_\_\_\_

If yes, which Branch and length of duty

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List professional, trade, business or civic activities and offices held that might be beneficial in this position.

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List any specific qualities and/or skills that might be beneficial in this position.

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**\*\*PLEASE ATTACH RESUME TO THIS APPLICATION WHEN SUBMITTING\*\***

**EDUCATION**

	High School	College	Trade School	Graduate School
Years completed				
Diploma/ Degree				
Course of Study				

List licenses or certificates, skills, apprenticeships and extracurricular or volunteer activities that may be beneficial in this position:

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Are you comfortable with technology? \_\_\_\_\_

Do you have basic knowledge for using an Ipad (or similar device)? \_\_\_\_\_

Are you comfortable navigating around a new community and driving to new places (with the use of a GPS)?

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**EMPLOYMENT HISTORY (starting with most recent);** you may attach additional paper if more space is needed for past employers and/or descriptions

Employer	Job Title
Address	Phone
Start Date	End Date
Supervisor's Name	Supervisors Phone
Reason for leaving or reason for seeking new employment	
Describe work performed	

Employer	Job Title
Address	Phone
Start Date	End Date
Supervisor's Name	Supervisors Phone
Reason for leaving or reason for seeking new employment	
Describe work performed	

Employer	Job Title
Address	Phone
Start Date	End Date
Supervisor's Name	Supervisors Phone
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Describe work performed	

Employer	Job Title
Address	Phone
Start Date	End Date
Supervisor's Name	Supervisors Phone
Reason for leaving or reason for seeking new employment	
Describe work performed	

Explain any gaps in employment

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**Professional References**

List below, at least 3 professional references who directly supervised you.

Name	Agency	Position	Phone	Email

**Applicant's Statement**

I certify that the answers provided on this document are true and complete to the best of my knowledge.

I authorize investigation of all information provided in this application and fully understand that all references provided will be contacted.

I understand that neither this document nor any discussion with the employer constitutes employment unless a specific document to that effect is produced and signed off by both the employer and employee and is always pending clean record searches.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am to abide by all company policies and procedures of the employer.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

<b>FOR PERSONNEL USE ONLY</b>
Position applied for is open: yes ____ no ____
Other positions considered for _____
Arrange interview: yes ____ no ____
Date of scheduled interview _____
Results of interview _____
Job offered? Yes ____ No ____
Date of Onboarding _____
Job Title _____ Hourly Wage _____
Job offer made by: _____