



Please Read the Instructions before Completing the Employment Application

Dear Applicant,

Welcome to Angels' Place! We appreciate your interest in Angels' Place and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which, in our judgement, best meets your qualifications. We are an equal opportunity employer and will not unlawfully discriminate on the basis of race, sex, religion, national origin, marital status, age, weight, height, color, disability or veteran status in hiring.

For your convenience applications are available at our administrative hub, online or upon email request. Your **completed application** must be received and accepted by the Human Resources Department. External positions are posted for a minimum of 5-7 days; therefore, **a position can close any time after the fifth (5th) posting day.**

All sections of the application **MUST** be completely filled out; a resume is requested and can be very helpful, but please do not consider it a substitute or use "see resume" on any section of the application. **Incomplete or unreadable applications will not be processed.**

Applicants are invited to request any necessary accommodations that will assist you during the application process.

IF YOU ARE CONSIDERED FOR HIRE:

Before a position is offered, we will require:

- a minimum of six references (3 professional and 3 personal)
- a signed authorization to check state and national criminal history records
- a current (valid) Michigan Driver's License and driving record documentation

If you were a recent resident of another state, a driving record from and criminal history report from that state must be obtained.

ONCE YOU ARE HIRED:

All employees will be required to present:

- a photo ID and complete I-9 documentation (Social Security Card) on the first day of employment
- Licensed personnel will be required to present original licensure, certification and/or registration

Other requirements shall include:

- Successful completion of a health screening (drug screen and TB test)
- a FBI fingerprint criminal history within 10 days
- Pass all training requirements for the position

Failure to comply with any of the above may result in termination of your employment or an inability to start work for Angels' Place until such documentation can be produced.

Regardless of our decision, your application will remain on file and may be activated for any similar future vacancies that may arise in the next three months.

Applicants are welcome to drop in Monday – Friday 9:30am – 4:00pm (we are closed most holidays). For your convenience you can apply online, by mail, by fax or by email (contact information below). For current openings please call our job hotline.

