



**Describe any previous volunteer or community involvement:**

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**Do you have a record of founded child or dependent adult abuse or are you currently under investigation for this?**       Yes       No

**Are there any charges of a crime pending or have you ever been convicted of a crime in this state or any other state?**       Yes       No

If you answered yes for either, please explain fully, including current disposition of the case:

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**Employment Experience:**

<p>Name and Address of Employer: _____ _____ _____</p> <p>Phone (    )      -</p> <p>May we contact the person? Yes <input type="checkbox"/>      No <input type="checkbox"/></p>	<p>Starting Position:</p> <p>Starting Date: _____ Month/year</p> <p>Starting Pay: _____</p> <p>Reason for leaving: _____ _____ _____</p>	<p>Ending/Current Position:</p> <p>Ending/Current Date: _____ Month/year</p> <p>Ending/Current Pay: _____</p> <p><u>Name and Title of Supervisor:</u> _____</p>
<p>Name and Address of Employer: _____ _____ _____</p> <p>Phone (    )      -</p> <p>May we contact the person? Yes <input type="checkbox"/>      No <input type="checkbox"/></p>	<p>Starting Position:</p> <p>Starting Date: _____ Month/year</p> <p>Starting Pay: _____</p> <p>Reason for leaving: _____ _____ _____</p>	<p>Ending/Current Position:</p> <p>Ending/Current Date: _____ Month/year</p> <p>Ending/Current Pay: _____</p> <p><u>Name and Title of Supervisor:</u> _____</p>
<p>Name and Address of Employer: _____ _____ _____</p> <p>Phone (    )      -</p> <p>May we contact the person? Yes <input type="checkbox"/>      No <input type="checkbox"/></p>	<p>Starting Position:</p> <p>Starting Date: _____ Month/year</p> <p>Starting Pay: _____</p> <p>Reason for leaving: _____ _____ _____</p>	<p>Ending/Current Position:</p> <p>Ending/Current Date: _____ Month/year</p> <p>Ending/Current Pay: _____</p> <p><u>Name and Title of Supervisor:</u> _____</p>

**References: List three people who are familiar with your professional abilities:**

<b>Name</b>	<b>Name</b>	<b>Name</b>
<b>Address</b>	<b>Address</b>	<b>Address</b>
<b>Occupation</b>	<b>Occupation</b>	<b>Occupation</b>
<b>Phone Number</b>	<b>Phone Number</b>	<b>Phone Number</b>

**Emergency Contact Name:** \_\_\_\_\_

**Emergency Contact Number:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

A copy of the job description for the position for which you have applied has been made available to you for your inspection. Based upon these requirements, can you, with or without a reasonable accommodation, perform the essential functions of the job? Yes \_\_\_\_\_ No \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENTS**

- ➔ I am fully aware that a child abuse and/or public safety check is being conducted on me because of my application for employment/volunteer/intern placement in a direct client service position with Parenting Way.
- ➔ I understand that, if hired, my employment is considered to be at will and can be terminated by either party at any time with or without cause. Parenting Way reserves the right to terminate without any notice. I understand that this application, the granting of an interview, and any other handbook or documents that I may receive is not a contract of employment. I acknowledge that any offer of employment is conditional and may be withdrawn at any time.

My signature below indicates that I have read and understand the acknowledgements listed and that the information on this application is accurate to the best of my knowledge.

\_\_\_\_\_  
**Employee / Volunteer / Intern/Work Study**

**Date:**

*Parenting Way will consider this application without regard to race, color, national origin, religion, marital status, gender, sexual orientation, veteran status age, creed, disability, political belief, or any other characteristic protected by law*

## Parenting Way, Inc. New Hire Employment Agreement

- I have read and understand this application and certify that the information contained in this application is true and correct and I understand that any falsification, misrepresentation or omission on this application is grounds for refusal to hire or, if hired, for subsequent discipline up to and including dismissal from employment.
- I authorize all persons, schools, current or former employers, law enforcement authorities, whether listed or not listed on this application, to release any information concerning my background and work experience.
- I understand that Parenting Way maintains a drug-free and tobacco-free work place and that maintenance of it is essential to the safety of the workplace and employees.
- Employment opportunities at Parenting Way will continue to be open without regard to race, color, creed, national origin, gender, sexual orientation, age, religion, political belief or physical or mental disability. Parents Anonymous<sup>®</sup> of Iowa will promote full realization of equal opportunity.
- Initial and continued employment at Parenting Way is contingent upon the successful completion of a criminal records check, child/ abuse checks, and reference checks. In addition, I understand that, if hired, I will be required to provide an original transcript documenting educational accomplishments claimed in my application and/or any time.
- Parenting Way staff is expected to conduct themselves at all times as to provide an atmosphere free from sexual harassment. Sexual harassment includes among other things: unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature including epithets, derogatory comments, slurs, or suggestive jokes. Violation of this policy may result in terminating employment.
- I understand that, if hired, my employment is considered to be at will and can be terminated by either party at any time with or without cause. Parenting Way reserves the right to terminate without any notice. I understand that this application, the granting of an interview and any other handbook or documents, which I may receive, is not contracts of employment. I acknowledge that any offer of employment is conditional and may be withdrawn at any time.

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*Signature of Applicant*

*Date*

**No information gathered during interviewing or through other means will be used to discriminate on the basis of race, color, creed, national origin, gender, sexual orientation, age religion, political belief, or physical or mental disability.**

*Parenting Way, Inc.*

***SURVEY OF INTERESTS & SKILLS***

Please mark areas of interest to you, skills you would like to share during your time with Parenting Way and any additional helpful information:

**GROUP FACILITATOR:**

- Parent Group Facilitator
- Children's Group Facilitator
- Child Care Assistant
- Substitute
- Parent Educator

**SPECIAL EVENTS:**

- Work on a committee
- Help as needed
- Set up event
- Work at event
- Attend local meetings related to family & community services
- Political advocacy

**YOUTH ACTIVITIES:**

- Family fun events
- Mentor/tutor
- Children's group activities
- Craft ideas

**PUBLIC SPEAKING/MEDIA:**

- T.V.
- Radio
- Parents Anonymous® presentations
- Parent education workshops
- Video productions
- Speaking at schools

**OFFICE/COMPUTER SKILLS:**

- Web site design
- Mass mailing
- Graphic design (brochures, flyers, certificates, etc.)
- Computer skills: Word Excel Power point Internet
- Organizational skills
- Data entry

**MARKETING:**

- Posting information in the community hubs
- Presenting to civic/community groups
- Word-of-mouth
- Sharing information with local schools
- Meal planning and/or preparation