

At Central State  
CHARACTER comes first!



Before completing your employment application, we want you to know some very important information.

Central State adheres to a set of values that places emphasis on ongoing development of the **character** of the individuals we support and the employees who support them as each continues to evolve as a contributing member of the community.

Central State is committed to providing a **drug and alcohol free workplace** in order to insure quality services to the individuals we support. As an ongoing condition of employment, you may be selected to participate in random and for cause **alcohol and drug testing**.

**SUBSTANCES COVERED BY THE TESTING ARE: ALL DRUGS & ALCOHOL.**

Immediately following this page is a two page document entitled *Position Description*. Please take time to read it entirely. Facts about job duties and responsibilities are listed. Answers to questions about wages and benefits are also provided.

**Central State Community Services OK, Inc.**  
[hereinafter CSCSO]

**Central State Community Services OK, Inc.**  
[hereinafter CSCSO]

**Direct Support Professional [DSP] Position Description**

The position for which you are applying is a Direct Support Professional (DSP). Inasmuch, CSCSO would like to provide you with a brief (not all-inclusive) **description of possible duties.**

1. A DSP is expected to display the following character traits: alertness, cooperation, honesty, initiative, positivity, respect and responsibility.
2. You will be working in the homes of adults and children who have disabilities. Respect for the person, their belongings and their home is required!
3. Some of the people may have secondary disabilities (example: speech, vision, hearing, ambulation and/or issues with self control).
4. You may be called on to provide hand-over-hand assistance with very personal hygiene issues (example: bathing, using the restroom, tooth brushing or total personal care).
5. You may be called upon to assist individuals with daily household routines (example: laundry, meal planning, cooking, washing dishes, cleaning bathrooms, vacuuming, and dusting).
6. You may be called upon to provide transportation to people receiving services to their place of employment, to therapies or to leisure or activities using public transportation, agency leased vehicles or your own vehicle.
7. You may be required to assist the person receiving supports to secure and attend volunteer and other community-based vocation activities in their community in order to prepare for competitive employment.
8. You will be called upon to assist people receiving services in a wide range of leisure activities of their choosing (example: swimming, bicycling, movies, concerts, church/church activities, picnics, and amusement parks).

Additionally, CSCSO would like to make you aware of **practices that may affect your decision to pursue employment.** Hiring decisions are made on the basis of identified character traits, skill and previous experience.

1. Oklahoma is an at will employment state, therefore CSCSO is an at will employer.
2. Qualified applicants may be given a conditional job offer. While employed, employees must meet and continue to meet all conditions or the offer of employment will be withdrawn.
3. You will be asked to complete pre-employment hiring forms.
4. All employees must complete Foundation Training, CPR, First Aid, and training provided by DHS-DDS before any work hours can be scheduled. In addition, they will be required to complete the Residential Modules during the first six months of employment. Other training, specific to the person receiving services, will also be required. Training classes are considered a part of your job and must be taken seriously. Failure to attend any scheduled training will result in a mandatory payroll deduction.
5. A person with no training will be hired at the rate of \$10.00 hourly for all subsequent direct service and training hours and is eligible for a raise to \$10.30 hourly after 6 months with evaluation and recommendation of supervisor.
6. A person who is partially or fully trained and has 6 months of verifiable experience will be hired at the rate of \$10.30 hourly.
7. Full-time employees (scheduled for and working 30 hours a week or more) are eligible to enroll in the insurance program upon completion of 60 days of employment. The employee is responsible for contacting the Human Resource Manager for completion of necessary enrollment forms.
8. A valid and unrestricted Oklahoma driver's license is strongly recommended. A check of your driving record will be conducted with the Department of Public Safety. Inasmuch, your driving record and proof of insurance could affect your suitability for hiring and/or continued employment. The cost of this check may be deducted from your pay in full or in installment payments.
9. If you use your own vehicle to provide transportation, you will be required to submit a copy of your current proof of insurance with the reimbursement request in order to be paid for mileage. When driving your vehicle during the course of scheduled work hours, your personal automobile coverage is the sole remedy

**Central State Community Services OK, Inc.**

[hereinafter CSCSO]

for accidents or vehicle liabilities and damages.

- 10. You will be required to submit to a felony/misdemeanor criminal background check and a check of the following registries: Community Services Worker Registry, Sex Offender Registry, Violent Crime Registry, Health & Human Services Office of Inspector General Registry and Nurse Aid Registry. You may be subject to additional background &/or other registry checks. The cost of these checks may be deducted from your pay in full or in installment payments. The results of the initial and all post-hiring checks can affect your eligibility for hiring and continued employment.
- 11. All employees are required to attend monthly "house" or "staff meetings". You will be paid your hourly wage to attend.
- 12. You will be required to attend CSCSO new employee orientation.
- 13. Attendance at scheduled trainings or staff meetings is mandatory and a condition of continued employment. Exceptions are made only in extreme cases and with prior notification. Training classes are considered a part of your job and must be taken seriously. Failure to attend any scheduled training will result in a mandatory payroll deduction.
- 14. You will be required to complete training mandated by DHS-DDS upon hire and annually thereafter. It is your responsibility to submit proof of satisfactory completion of all current training.
- 15. All shifts are considered awake and working positions unless notified otherwise.
- 16. If you are unable to work your scheduled shift, YOU MUST make arrangements for a qualified CSCSO employee to cover your shift for you.
- 17. You earn vacation time (which is vested) during your first year of employment. You are eligible for earned vacation time after your first anniversary date.
- 18. The home is in operation 365 days a year, this includes weekends and ALL holidays. You will be paid time and a half for **hours worked** when either scheduled to work or called in, on the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and Christmas.
- 19. Payroll will be distributed by **Direct Deposit** or **pay card** only.
- 20. Work schedules will be posted in the home to which you are assigned. Your weekly work schedule may vary. Consistency in the number of hours scheduled is dependent upon how many hours are funded and prescribed by DHS- DDS.
- 21. CSCSO maintains a drug and alcohol-free workplace. Periodic and random drug and alcohol screens and "for cause" drug and alcohol screens are conducted. The unlawful manufacture, distribution, dispensing, possession and/or use of a controlled substance while on paid time is prohibited and is grounds for immediate termination.
- 22. CSCSO has a ZERO tolerance for workplace violence. Violations of this policy result in immediate termination.

\*\*\*\*\*

After reading the Direct Support Professional Position Description, please answer the following questions:

What is your definition of character? \_\_\_\_\_

Why should an employer care about the character of its workforce? \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**CENTRAL STATE COMMUNITY SERVICES OKLAHOMA, INC.**  
**APPLICATION FOR EMPLOYMENT**

***Applicants should be aware that hiring decisions are based on a competitive interview that focuses on learning about an applicant's character development, previous work experience and skill level.***

**Personal Information**

Name      Date  
First name      Middle name      Last name      Suffix (Sr, Jr, etc)

Present Address  
Street      City      County      State      Zip Code

Social Security      Home Phone #

Cell Phone#      e-mail

**Special Questions**

1. How did you hear about Central State?
2. Do you have a current, valid and unrestricted driver's license?  Yes  No
3. Do you have other commitments and responsibilities that could prevent your regular attendance at work?  
 Yes  No If Yes, Explain.
4. This position might require overtime and/or excessive hours. Would you be able to meet this requirement?  
 Yes  No If no, why?
5. Have you ever pled guilty or nolo contendere to, been convicted of, received a deferred / suspended sentence, or been placed on probation for a criminal offense [other than minor traffic violations]?  
 Yes  No If yes, please explain.
6. Are there any criminal or traffic charges pending against you?  Yes  No If yes, fully explain.      Has your name been entered on the Community Services Worker Registry that is maintained by OK DHS-DDS?  
 Yes  No  
Do you have any reason to believe your name will appear on this registry in the future?  Yes  No
7. Is any additional information relative to a change of name or the use of an assumed name or nickname necessary to enable a check on your previous work record?  Yes  No  
If yes, explain
8. Have you ever applied to this company before?  Yes  No If yes, where and when?      Have you ever worked for this company under a different name?  Yes  No If Yes, list name(s)      Do you know anyone currently working for this company?  Yes  No If Yes, please list the name(s)
9. Are you authorized to work in the US?  Yes  No (CSCSO will verify your eligibility to work in the United States via participation in the DHS/SSA E-Verify program.)
10. What language(s) do you speak/read/write fluently?

**CENTRAL STATE COMMUNITY SERVICES OKLAHOMA, INC.**

11. Have you or do you serve in the US Armed Forces or in the National Guard?  Yes  No If yes, Please describe your experience

**Employment Desired**

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

Are you currently employed?  Yes  No **If yes**, may we inquire of your present employer?  Yes  No

**Educational Background**

	Name and location	Did you graduate?	Area of study or major
High School		<input type="checkbox"/> yes <input type="checkbox"/> no <b>If no</b> , do you have a GED? <input type="checkbox"/> yes <input type="checkbox"/> no	
Trade or business school		<input type="checkbox"/> yes <input type="checkbox"/> no	
College or university		<input type="checkbox"/> yes <input type="checkbox"/> no	

**Personal References and Emergency Contact**

List the name and phone number of at least **three people** you feel would be willing to provide a personal reference for you.

Name	Phone Number	Relationship	Years Known

In case of emergency, please contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone # \_\_\_\_\_

**By State policy, we are required to verify your employment with all former employers. Please thoroughly read and complete the attached *Employment Application Supplement*. Failure to comply could affect your status in the position selection process.**

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed to give you all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and the release of all parties from all liability for any damage that may result from furnishing same to you. Per State policy, I acknowledge that I have received for my information a copy of the DDS 59 (Rights and Responsibilities of Community Service Worker in an Investigation of Maltreatment). I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**CENTRAL STATE COMMUNITY SERVICES OKLAHOMA, INC.**

Name of applicant (print):	Date:
----------------------------	-------

Per DDS Policy, applicants are required to **report all former employers** even if they are no longer in business. Giving false information will result in termination of employment.  
Please use the back of this page if more space is necessary.

Employer Name and Location	Position Held	Dates of Employment (MM/YYYY)	Phone # and Fax #
		From:  To:	Phone:  Fax:
		From:  To:	Phone:  Fax:
		From:  To:	Phone:  Fax:
		From:  To:	Phone:  Fax:
		From:  To:	Phone:  Fax:
		From:  To:	Phone:  Fax:
		From:  To:	Phone:  Fax:
		From:  To:	Phone:  Fax:
		From:  To:	Phone:  Fax:
		From:  To:	Phone:  Fax:

**CENTRAL STATE COMMUNITY SERVICES OKLAHOMA, INC.**

Employer Name and Location	Position Held	Dates of Employment (MM/YYYY)	Phone # and Fax #
		From: To:	Phone: Fax:
		From: To:	Phone: Fax:
		From: To:	Phone: Fax:
		From: To:	Phone: Fax:
		From: To:	Phone: Fax:
		From: To:	Phone: Fax:
		From: To:	Phone: Fax:
		From: To:	Phone: Fax:
		From: To:	Phone: Fax:
		From: To:	Phone: Fax:
		From: To:	Phone: Fax:
		From: To:	Phone: Fax:
		From: To:	Phone: Fax:
		From: To:	Phone: Fax:
		From: To:	Phone: Fax:





## Employment Application Supplement



### General Information

Applicant (print)

CSCSO

Date

Provider agency

A community services worker (CSW) may be prosecuted criminally for having sexual contact with a person in their care. CSW's must sign this form per 43A O.S. § 10-113 and 10 O.S. § 1430.3 known as the Breanna Bell Act.

As I apply for a job as a CSW, I understand:

- prior to hiring me, the community services provider is required by Oklahoma law to conduct a search of:
  - criminal history records with Oklahoma State Bureau of Investigation (OSBI); and
  - Oklahoma Department of Human Services (DHS) Community Services Worker Registry (Registry);
- the community services provider is prohibited by Oklahoma law from hiring, contracting with, or using as a volunteer, any person:
  - convicted, plead guilty, or plead *nolo contendere* to misdemeanor assault and battery or a felony, except under circumstances described in Oklahoma Administrative Code (OAC) 340:100-3-39; or
  - whose name appears in the Registry;
- my employment may be terminated if my name appears in the Registry, even though my name may not have been in the Registry at the time of my application or my hiring;
- I must report to the community services provider all of my current and previous employers who provide services to children and adults who are vulnerable;
- giving false information regarding my current and previous employers may result in termination of my employment; and
- Section 405.3 of Title 10 of the Oklahoma Statutes requires DHS to establish and maintain a Restricted Registry, also named Joshua's list. Individuals recorded on the Restricted Registry are prohibited from licensure, ownership, employment, unsupervised access to children, and/or residence in a facility or program, licensed, certified, operated, or contracted by, or with, DHS. Foster parents who contract with DHS are also subject to the Restricted Registry.

### Signatures

Applicant signature

Date

### Routing

Original - community services worker personnel record

Copy - community services worker





Employment Application Supplement

General Information

Applicant (print) \_\_\_\_\_ Date \_\_\_\_\_

CSCSO

Provider agency

A community services worker (CSW) may be prosecuted criminally for having sexual contact with a person in their care. CSW's must sign this form per 43A O.S. § 10-113 and 10 O.S. § 1430.3 known as the Breanna Bell Act.

As I apply for a job as a CSW, I understand:

- prior to hiring me, the community services provider is required by Oklahoma law to conduct a search of:
  - criminal history records with Oklahoma State Bureau of Investigation (OSBI); and
  - Oklahoma Department of Human Services (DHS) Community Services Worker Registry (Registry);
- the community services provider is prohibited by Oklahoma law from hiring, contracting with, or using as a volunteer, any person:
  - convicted, plead guilty, or plead *nolo contendere* to misdemeanor assault and battery or a felony, except under circumstances described in Oklahoma Administrative Code (OAC) 340:100-3-39; or
  - whose name appears in the Registry;
- my employment may be terminated if my name appears in the Registry, even though my name may not have been in the Registry at the time of my application or my hiring;
- I must report to the community services provider all of my current and previous employers who provide services to children and adults who are vulnerable;
- giving false information regarding my current and previous employers may result in termination of my employment; and
- Section 405.3 of Title 10 of the Oklahoma Statutes requires DHS to establish and maintain a Restricted Registry, also named Joshua's list. Individuals recorded on the Restricted Registry are prohibited from licensure, ownership, employment, unsupervised access to children, and/or residence in a facility or program, licensed, certified, operated, or contracted by, or with, DHS. Foster parents who contract with DHS are also subject to the Restricted Registry.

Signatures

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Routing

- Original - community services worker personnel record
- Copy - community services worker