



Bi-County Services, Inc.
of Adams & Wells County

Employment Fact Sheet

Positions open for full, part time and relief (minimum 16 hours per month) trainers in Residential (group homes) and Supported Living (individual's apartment or home) programs with manageable caseloads.

Group homes are located in Bluffton, Berne and Decatur. Typical hours include afternoons, evenings and weekends, with some day shifts available. Six to eight adults live in home together with supervision.

Supported Living sites are throughout the two county area, including Decatur, Ossian, Bluffton and rural locations. Many individuals have roommates. Use of personal vehicle will be required. A valid driver's license with 3 years of driving experience and driving record that can be approved by our insurance company will be necessary.

Beginning rate of pay is \$7.25 per hour with a 25-cent increase after 90 days and completion of training, which include CPR and First Aid, Medication Administration, and Positive Intervention Techniques.

Bi-County Services does not offer a group health or life insurance plan, however for full-time employees (35 to 40 hours) an increase in compensation (\$1.34 to \$1.53) is added to base pay rate after a waiting period.

Paid time off plan includes seven (7) holidays. Time worked on a holiday is paid at time and a half. Paid Time Off (PTO) is earned as follows for 40-hour positions:

- 16 hours after 30 days
- 24 hours after 6 months
- 96 hours after 1 year
- 112 hours after 2nd through 4th year
- 128 hours after 5th through 9th year
- 144 hours after 10th through 14th year
- 160 hours after 15th and future years

The benefits of holidays and PTO are pro-rated for trainers hired for 20 to 39 hours per week.

We offer a 401(k) retirement plan. For full time employees an optional payroll deduction for life insurance and a variety of AFLAC plans is offered.

If you would like an opportunity to work for Bi-County Services, Inc., completed applications should be submitted to the address on the application for consideration.

APPLICATION FOR EMPLOYMENT

BI-COUNTY SERVICES, INC.

425 East Harrison Road - - Bluffton, IN 46714
260-824-1253

Equal Opportunity Employer – Bi-County Services, Inc. will recruit, hire, train and promote persons in all job titles without regard to race, color, religion, national origin, veteran status, sex, age, or physical or mental disability.

The information provided in this Application for Employment is true, correct and complete. If employed, I understand that falsification, misrepresentation, incomplete information or omission of facts called for on this application will result in termination.

Print Legal Name _____ Date _____

Address _____ Social Security Number _____

City and State _____ Phone (____) _____

Counties of residence (including State if outside of Indiana) during past three years: _____

Position applying for _____

What work hours are you willing to accept?

Day _____ Evening _____ Weekend _____ Any _____ / PT _____ FT _____

Have you previously worked for this agency? _____yes _____no (dates if known _____)

Are you at least 18 years of age? _____yes _____no

How did you hear of this opening? _____

State names of relatives and friends working for Bi-County Services _____

Are you a U.S. citizen or an alien authorized to work in this country? _____yes _____no. If you are offered employment with Bi-County Services, Inc., you will be required, by federal law, to furnish documents showing you to be either a U.S. citizen or an authorized alien.

Education

(Education will be considered only to the extent relevant for the position for which you are applying)

Table with 7 columns: School, Name & Location, Circle Last Year Completed, Dates Attended (From, To), Major, Did You Graduate? Rows include Grade School, High School, College, and Other.

EMPLOYMENT HISTORY

Most recent employer first-include all employers for the last 5 years. Explain any gaps in employment on reverse side. If past employment is recorded under a different last name – please include with information below.

1. Employer _____ Telephone () _____
Address _____ City/State _____
Supervisor _____ Hourly Final Pay _____ Employed from _____ to _____
State Job Title and Describe Your Work _____

2. Employer _____ Telephone () _____
Address _____ City/State _____
Supervisor _____ Hourly Final Pay _____ Employed from _____ to _____
State Job Title and Describe Your Work _____

3. Employer _____ Telephone () _____
Address _____ City/State _____
Supervisor _____ Hourly Final Pay _____ Employed from _____ to _____
State Job Title and Describe Your Work _____

Have you ever been dismissed or asked to resign from any position? _____ No _____ Yes

If yes, which employer(s)? _____

Personal References (list three) - - Not Relatives or Anyone Previously Mentioned

| Name | Address | Telephone # |
|-------|---------|-------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Other Special Training or Skills

Please write other information you feel to be important relating to your interest in working with Bi-County Services (including volunteer work).

Incomplete applications will not be considered.

I understand and hereby acknowledge that if I am offered and accept employment with Bi-County Services, Inc. my employment is considered at-will, is for no definite period of time, and may be terminated with or without cause. I further understand that this application for employment is not a contract of employment.

I understand that if I am employed, I must be free from communicable disease, which would pose a direct threat to the health or safety of others or myself in the workplace that cannot be eliminated by reasonable accommodation.

I authorize Bi-County Services, Inc. to request and obtain from any law enforcement agency, a copy of my limited criminal history information in connection with my application for employment.

If employed, it will be conditional until the final step in the employment process is completed. Within thirty (30) days, you will be required to submit to a drug screen test. If you do not complete the test as requested or if the test is positive, employment will be terminated.

I hereby authorize anyone of whom request is made to supply Bi-County Services, Inc., any information concerning my background in connection with employment consideration. I hereby release all parties, including but not limited to Bi-County Services, Inc. and my prior employers, from any and all liability for any damage that may result from their furnishing information concerning me.

Date: _____ Signature: _____

We will keep your application on file for 90 days. After that time, you will need to submit a new application for employment consideration.

APPLICATION FOR EMPLOYMENT

As a part of my application for employment with Bi-County Services, Inc., I declare that I have never committed an act of physical abuse or an act of theft or fraud upon a child or a dependent adult (a dependent adult is a person over 18 years of age who is mentally or physically impaired). In my previous employment, I have never engaged in an act of abuse, neglect or mistreatment of any child or dependent adult.

The limited criminal history we obtain must verify that you have not had a **felony conviction** of the following:

- Sex crime;
- Battery;
- Neglect;
- Exploitation of an endangered adult or of a child;
- Failure to report Battery, Neglect or Exploitation of an endangered adult or of a child;
- Theft, if the person's conviction for theft occurred less than ten (10) years before the person's employment application date, except as provided in IC16-27-2-5(a)(5);
- Criminal conversion;
- Criminal deviate conduct;
- Murder.
- Voluntary manslaughter.
- Involuntary manslaughter.
- Offense relating to alcohol or a controlled substance.

I understand that employment with Bi-County Services, Inc., will not be offered to me if I cannot truthfully sign this declaration and I further understand that if it is determined at a later date that I have been convicted of any of the acts listed above, I will be terminated from employment with Bi-County Services, Inc.

Signature

Date

Revised 2/2011