



**Please carefully read the following before completing the attached Application for Employment**

Thank you for your interest in a position with JCL. We are a small non-profit organization with a great team of dedicated staff. We are committed to improving the lives of people with developmental disabilities and creating a work atmosphere where all people feel valued.

This notice is intended to make clear at the outset of your application for employment with JCL that there are several requirements that have to be satisfied before and during your employment.

- 1. Completeness of Application for Employment:** The attached application must be complete and correct to the best of your knowledge. Falsification, misrepresentation, misleading or omission of information critical to JCL's decision-making is grounds for not being offered employment or for terminating employment if later determined that any of the previous mentioned occurred.
- 2. Background Check:** If you are offered a position with JCL, it will be conditional on your agreeing to have a complete background check (criminal, motor vehicle, residency, etc.) conducted by an outside entity that JCL contracts with and that the background check be considered acceptable by JCL to finalize your employment with us.
- 3. Abuse and Neglect Registry:** The Department of Developmental Services (DDS), the state agency that contracts with JCL, requires that we check your name against their Abuse and Neglect Registry. JCL is prohibited from hiring anyone whose name appears on that list.
- 4. Driver's License:** Employee's whose job requires driving an agency vehicle must possess and maintain a valid driver's license at all times as well as an acceptable and insurable driving record.
- 5. In-service training:** If you are hired, you will begin your tenure with JCL by participating in an extensive orientation and training program starting with five days of new employee orientation/training. Many of the subject areas are required by DDS to be completed both at the outset of your employment and annually or bi-annually during your employment. There are no exceptions; you must be able to attend the complete new employee orientation/training sessions. (Note: Some certifications from previous employers may be transferable in whole or part.) **Most noteworthy of the trainings is Medication Administration Certification. This is a classroom course lasting 21 hours, requires passing a written test, lab practicum, and be nurse delegated by our agency nurse. If you are not already certified, you will be expected to participate in and successfully complete this course and the required testing within 6 months of employment.**

While JCL makes every effort to offer our trainings or to schedule you into outside trainings at times that make it as easy for you as possible to attend around other commitments you may have, it is not possible to always offer trainings during your normal JCL work hours. It is YOUR RESPONSIBILITY to make yourself available for all required in-service trainings.

Failure to become med-certified or to maintain on-going certification in the administration of medication or to maintain "current" status in all other required skill/subject areas may result in termination of employment.

6. **Interview:** If you are granted an interview, or interviews, you understand that this does not represent nor should be construed by you as creating any obligation, promise or contract for employment at JCL.
7. **Compliance with Personnel Policies:** You understand that if you are hired, you must comply with all of JCL's Personnel Policies at all times in order to maintain employment in good standing.
8. This notice is intended to provide a summary of important employment related requirements and expectation but it not inclusive of all requirements and expectations.

**Statement of Acknowledgement**

I acknowledge that I have received and read the job description for the position that I am applying for and can perform the functions of the job with or without accommodations. Furthermore, I acknowledge, understand and accept the requirements listed above as conditions of potential employment at JCL and that I have received clarification for any questions I may have. Lastly, I understand there are other job related requirements not listed here that I will be informed of and expected to comply with should I be hired.

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**Print Name**

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**Signature**

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**Date**

## **Job Description**

**Job Title:** Life Skills Instructor  
**Reports to:** Life Skills Supervisor  
**FLSA:** Non-Exempt

### **Position Overview**

The Life Skills instructor coaches, supports, and develops residents' life skills in the home and community environments.

### **Essential Duties and Responsibilities**

- Creates and engages residents in a learning environment
- Develops, implements and reinforces household routines
- Instructs, supervises, and supports residence in home and community activities
- Provides and maintains a safe and healthy environment
- Assists with and monitors activities of daily living
- Develops residents interpersonal relationship skills
- Assists residents in implementing action plans
- Prepares documentation
- Ensures appropriate medical treatment for medical incidents, injuries, illness, or behavioral/psychiatric episodes
- Prepares or assists residents in meal planning, shopping and cooking
- Assists with residents financial transactions
- Provides residents with instruction in the use of community based services
- Assists residents in leisure activities in accordance with policies
- Maintains cleanliness of home and vehicle
- Obtain and/or maintain DDS Medication Administration Certification
- Schedules and attends residents medical appointments
- Monitors and reports changes in residents health
- Ensures residents health and safety
- Oversees, prepares and administers medications
- Provides safe transportation in JCL vehicles
- Participates in the interdisciplinary team process
- Attends staff meetings
- Perform any other department or agency-related duties or special projects as directed by supervisor

### **Qualifications**

- High School diploma or equivalent

- Valid driver's license and ability to maintain a liability free driving record
- Ability and willingness to achieve, attend, and maintain all DDS and JCL certifications and trainings including DDS Medication Administration Certification
- Experience working with people with developmental disabilities is preferred
- Good observation skills
- Demonstrates organizational skills
- Clear writing skills with good grammar
- Demonstrates ability to communicate effectively and respectfully with a wide variety of residents', their family members, staff, and community members
- Ability and willingness to assist residents in all areas of personal hygiene in a dignified manner
- Ability and willingness to be friendly, respectful, patient, encouraging, optimistic, energetic and nurturing.

### **Physical Demands**

- Ability to lift 35 pounds
- Ability to sit, stand, bend, walk, climb, stoop, push, pull, carry, reach, twist
- Ability to apply Psychological/physical Management Techniques (PMT)

**Jewish Association for Community Living**  
**34 Jerome Avenue, Suite 109**  
**Bloomfield, CT 06002**  
**(860) 522-5225 (860) 246-4114 (fax) www.jcl-ct.org**

**Application for Employment**

Position applying for: \_\_\_\_\_ Date: \_\_\_\_\_

How did you hear about JCL? \_\_\_\_\_

**PERSONAL DATA**

Name: \_\_\_\_\_  
Last First Middle

Current Address: \_\_\_\_\_  
Street Apt/Unit #  
\_\_\_\_\_  
City/Town State Zip Code

Phone No.: \_\_\_\_\_ Email (required): \_\_\_\_\_

**List addresses for previous five (5) years beginning with most recent:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**CITIZENSHIP/IMMIGRATION STATUS**

Are you legally eligible for employment in this country? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Proof of United States citizenship or immigration status will be required upon employment.)

**PREVIOUS EMPLOYMENT WITH JCL**

Has JCL ever employed you in the past? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "yes", please list the dates of employment and your assignments: \_\_\_\_\_

**RELATIVES**

Are any relatives of yours currently employed by JCL? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "yes", please list name(s) and relationship: \_\_\_\_\_

**MILITARY HISTORY**

Have you ever served in the United States Armed Forces or National Guard? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "yes", were you honorably discharged? Yes \_\_\_\_\_ No \_\_\_\_\_ Are you still active? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "no", please provide details of your discharge: \_\_\_\_\_

Name: \_\_\_\_\_

**EDUCATION**

**High School**

Name	City/Town	State	Diploma (Yes or No)
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College/University:

Name	City/Town	State	Degree obtained or credits earned
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Name	City/Town	State	Degree obtained or credits earned
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**Can you perform the essential functions of the job for which you are applying as listed in the attached job description with or without reasonable accommodation? Yes\_\_\_ No\_\_\_**

**PREVIOUS EMPLOYMENT EXPERIENCE (Begin with most recent):**

1. **Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

Specific Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Can we contact this employer for a reference? Yes \_\_\_\_\_ No \_\_\_\_\_ If you answer "NO", please explain: \_\_\_\_\_

2. **Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

Specific Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Can we contact this employer for a reference? Yes \_\_\_\_\_ No \_\_\_\_\_ If you answer "NO", please explain: \_\_\_\_\_

Name: \_\_\_\_\_

3. **Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

Specific Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Can we contact this employer for a reference? Yes \_\_\_\_\_ No \_\_\_\_\_ If you answer "NO", please explain: \_\_\_\_\_

**ABUSE REGISTRY**

Is your name currently placed on the Department of Developmental Services (DDS) Abuse Registry?

Yes \_\_\_\_\_ No \_\_\_\_\_

*(As required by Connecticut law, JCL must submit your name to DDS to confirm your status with regard to the Abuse Registry.)*

**DRIVING BACKGROUND**

Driving is required. Do you have a valid driver's license?

Yes \_\_\_\_\_ No \_\_\_\_\_ State \_\_\_\_\_ Lic. # \_\_\_\_\_

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Please list any motor vehicle infractions from the last five (5) years, including moving violations, suspensions, etc. Do not include parking tickets:

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

**MEDICATION CERTIFICATION**

Are you currently certified by DDS to administer medications? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please provide a copy of your medication certification card with this application.

**OTHER CERTIFICATIONS**

Please check any of the specialized trainings below if you are currently certified:

CPR \_\_\_\_\_ First Aid \_\_\_\_\_ PMT \_\_\_\_\_ Other (specify) \_\_\_\_\_

Name: \_\_\_\_\_

**PREVIOUS PLACES OF RESIDENCE**

Have you ever lived outside the State of Connecticut since the age of 18? (This includes any educational, military or employment situations.) Yes \_\_\_\_\_ No \_\_\_\_\_  
If "yes", please list the states in which you have resided:

\_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL REFERENCES**

List any additional professional and/or personal references that we may contact.

**Professional**

Employer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Personal**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Years known: \_\_\_\_\_

**It is the policy of the Jewish Association for Community Living, Inc. (JCL) to provide equal opportunity employment to all people without regard to race, color, religion, sex, age, disability, national origin, marital status or sexual orientation.**



Name: \_\_\_\_\_

## Certification

I certify that the information contained in this application is complete and correct to the best of my knowledge and I understand that falsification of this information is grounds for dismissal in accordance with JCL policy.

I authorize the references listed in this application to provide JCL any information concerning my previous employment and any pertinent information that they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing such information to JCL.

I understand that should I be granted an interview, no representation which may be made at said interview is to be construed as creating any obligation, promise, or contract for employment with JCL.

Further, in consideration of my employment, I agree to conform to the rules and regulations of JCL, and my employment and compensation can be terminated with or without notice, at any time, at the option of JCL or myself.

I understand that no supervisor, management, or other employee, except the President of the Board of Directors, has any authority to enter into any agreement contrary to the foregoing. Any agreement by the president must be in writing, signed and witnessed.

I understand that as a condition of employment I must be in compliance at all times with the following:

- Maintain a valid driver's license.
- Maintain a liability free (Insurable) driving history as determined by our carrier.
- If requested by JCL, I will secure a copy of my driving history from DMV.
- Assist management in securing professional references from any previous employers listed in application or otherwise requested by JCL.
- Completion of a criminal background check.
- Maintain current status with all required in-service training.

I acknowledge that I have received and read the job description for the position for which I am applying and understand the essential functions of the job.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date