

**OPEN DOOR REHABILITATION CENTER
APPLICATION FOR AT-WILL EMPLOYMENT**

Please print legibly – all sections must be completed

Application Date: _____

Open Door is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state and federal law. Open Door will give this application reasonable consideration. However, in accepting it, Open Door makes no commitment of employment to the applicant. This application will remain active for six (6) months.

OPEN DOOR IS AN AT-WILL EMPLOYER, WHICH MEANS THAT EITHER THE EMPLOYER OR THE EMPLOYEE MAY END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.

PERSONAL INFORMATION		
Name:		
Address:		
City:	State:	Zip Code
Primary Phone Number:		Alternate Phone Number:

EDUCATION		
High School Attended:	City, State:	Did you earn a Diploma or GED?
Undergraduate College:	City, State	Degree/Certification/Diploma:
Graduate School Attended:	City, State	Degree/Certification/Diploma:

EMPLOYMENT INFORMATION		
Applying for:		
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Either		
<input type="checkbox"/> Residential – Flexible scheduled required, combinations of 1 st , 2 nd and 3 rd shifts, weekends required	<input type="checkbox"/> Day Program - Monday thru Friday, 7:30am – 3:30pm	<input type="checkbox"/> Either Program (any position available)

- Are you 18 years of age or older? Yes No
- Do you have a valid Driver’s License? Yes No
- Have you had any moving violations within the last three (3) years? Yes No
- Are you legally eligible for work in the United States? Yes No
- Have you ever been convicted of a felony? Yes No
- Have you ever been convicted of any criminal act that alleged or involved abuse or neglect? Yes No
- Have you ever been found liable of any civil act that alleged or involved abuse or neglect? Yes No
- Has the Office of Inspector General for the Illinois Department of Human Services ever issued a substantial evidence finding of abuse (mental, physical and/or sexual), financial exploitation, or neglect against you? Yes No

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<i>EMPLOYMENT HISTORY</i>		
Most Recent Employer:		Dates Employed
		From: To:
Address:		
Job Title	Salary	Contact Person:
Reason for leaving:		
May we contact this employer?		

Previous Employer:		Dates Employed
		From: To:
Address:		
Job Title	Salary	Contact Person:
Reason for leaving:		
May we contact this employer?		

Previous Employer:		Dates Employed
		From: To:
Address:		
Job Title	Salary	Contact Person:
Reason for leaving:		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		

<i>PERSONAL REFERENCES (required minimum of 2)</i>		
Name	Relationship	Phone Number

List other types of work experience, or education, not covered above: _____

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Please elaborate on one of the work experiences listed on page 2 - Answer required to be considered for employment:

APPLICANT'S CERTIFICATION AGREEMENT

Please read the following statements carefully before signing to indicate your understanding:

1. I authorize the investigation of all statements contained in this application, resume and any attachments. I release for all liability any persons or employers supplying such information. I also release Open Door Rehabilitation Center from all liability that might result from making the investigation.
2. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on the application, resume and any attachments (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how it was discovered.
3. I agree, if I am offered and accept a position, to conform to all existing and future Open Door rules and regulations, and I understand that Open Door reserves the right to change wages, hours and working conditions as deemed necessary. **I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, WHICH MEANS THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.**
4. I understand that if I receive a conditional offer of employment that **I will be subject to a criminal background check, Nurse Aide Registry background check, and a driver's license check.** I understand that certain criminal convictions may disqualify me from consideration for certain positions at Open Door Rehabilitation Center.
5. I understand that if I receive a conditional offer of employment that I will be required to provide a copy of my high school diploma/GED and/or advanced education diploma.

Signature

Date

****OPEN DOOR REHABILITATION CENTER IS AN AT-WILL,
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER ****

**OPEN DOOR REHABILITATION CENTER
CONSUMER DISCLOSURE AND AUTHORIZATION FORM
Pursuant to the Fair Credit and Reporting Act**

This is to notify you that in connection with your employment or application for employment we may procure a consumer report or investigative consumer report on you for the purpose of determining your suitability for employment. In the event that information from the report may be utilized in whole or in part in making an adverse employment decision, prior to making an adverse decision, we will provide you with a copy of the report and a description in writing of your rights under the Fair Credit Reporting Act.

Please be advised that any consumer report or investigative consumer report requested may include information as to your character, general reputation, criminal records, personal characteristics, educational history, credit history and mode of living. You have the right to request, in writing, within a reasonable time, more information about the nature and scope of the information requested as required by the Fair Credit Reporting Act.

A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

Authorization of Background Investigation

I have received a copy of the summary of rights under the Fair Credit Reporting Act and I have read and understand this Disclosure and Authorization form. By my signature below, I consent to the preparation of a consumer report and/or investigative consumer report by a consumer reporting agency, and to the release of such reports to Open Door Rehabilitation Center and representatives and agents for the purpose of assisting Open Door Rehabilitation Center in making a determination as to my eligibility for employment (including independent contractor assignments, as applicable), promotion, retention or other lawful employment purpose. I understand that if employed by Open Door Rehabilitation Center, my consent will apply throughout my employment or contract period.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish background information on me that is requested by the consumer reporting agency.

Applicant/Employee Signature

Date

Name (Please Print)

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.

	Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357