



**1100 South Rose St.,
Kalamazoo, MI 49001
Phone (269) 343-3731
Fax (269) 343-2940**

To be eligible to complete an employment application for ROI,
you must meet the following criteria:

- **EDUCATION**: High school diploma or GED
- **AGE**: Must be at least 18 years of age
- **BACKGROUND**: Ability to successfully Pass Criminal Background Check(see details #1 below)
- **TRANSPORTATION**: ROI operates several programs in Kalamazoo County. It is our expectation that ROI employees successfully arrive at scheduled destinations. Hiring preference will be given to those individuals who meet and maintain the standards for ROI “Driver” status.

If you meet these requirements please proceed with the following instructions:

1. **Please Read The Following:**

If you have ever been convicted of a felony, an attempt or conspiracy to commit a felony, misdemeanor involving abuse, neglect, assault, batter, or criminal sexual conduct involving fraud or theft against a vulnerable adult as defined in section 145m of the Michigan Penal Code, 1931 OA 328, MCL 750.145m, or a state or federal crime that is substantially similar to a misdemeanor described in this statement, you may not be eligible for employment at ROI. Please refer to the “Legal Guide” and licensing guidelines in the back of the ROI Application Binder.

2. Please read the position description and FAQs in the ROI Application Binder

3. Please complete the attached application in detail



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Shift and Employee Availability

Name: _____

Date: _____

PLEASE CHECK ALL BOXES THAT APPLY

I am currently interested in working:

Full Time Part Time Number of hours I am available _____

ALL EMPLOYEES MUST BE AVAILABLE TO WORK WEEKENDS

I am available to work the following shifts (some shift times may vary):

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					<input type="checkbox"/> 8a-4p	<input type="checkbox"/> 8a-4p
<input type="checkbox"/> 2p-10p	<input type="checkbox"/> 2p-10p	<input type="checkbox"/> 2p-10p	<input type="checkbox"/> 2p-10p	<input type="checkbox"/> 2p-10p	<input type="checkbox"/> 2p-10p	<input type="checkbox"/> 2p-10p
<input type="checkbox"/> 10p-8a	<input type="checkbox"/> 10p-8a	<input type="checkbox"/> 10p-8a	<input type="checkbox"/> 10p-8a	<input type="checkbox"/> 10p-8a	<input type="checkbox"/> 10p-8a	<input type="checkbox"/> 10p-8a

If I am offered a position with ROI, I can commit to a series of paid training classes that will last approximately 3 weeks and may include trainings during the 9-5 workday:

Yes No

I am available to work 8-4 weekday shifts on a limited or permanent basis if needed:

Yes No

Residential Opportunities, Inc. Application for Employment

In accordance with applicable local, state and federal law, Residential Opportunities, Incorporated is an EQUAL OPPORTUNITY EMPLOYER. All personnel actions, including recruitment, hiring, promotion, training, and benefits, are administered without regard to race, sex, age, color, national origin, height, weight, genetic information, marital status, sexual orientation, religion, handicap unrelated to ability to perform one's job and Vietnam era or disabled veteran status. Please complete this application thoroughly and accurately. Please answer all questions, even if you attach a resume.

Name: _____ Date: _____

Address _____ City: _____

Zip Code: _____ Phone: _____

Email Address: _____

Position Applied For: _____ Desired Wage: _____

Are you at least 18 years of age? Yes No

Are you a high school graduate or do you have a GED or equivalent? Yes No

Are you currently attending college? No Yes, where? _____

Area of College Study _____ Graduation Date _____

Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation?

Yes No

Are you a US Citizen or have the legal right to work in the United States? Yes No

Are you able to show proof of permission to work in the United States? Yes No

Have you previously applied at ROI? No Yes, when? _____

Have you previously worked for ROI? No Yes, when? _____

Do you have family working for ROI? No Yes, who? _____

How did you hear about ROI?

Michigan Works

ROI Web site

ROI Employee - who? _____

Walk-In

College Recruitment

Newspaper - which? _____

Job Fair

Work First

Other _____

Employment History

Please start by listing your current or most recent work experience. Include all employment, whether full time, part-time, summer or temporary. You may attach a list of additional experience and you are encouraged to do so if it is related to the employment you seek at ROI.

Employer Name: _____ Start Date: _____ End Date: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Position Held: _____ Full Time Part Time Ending Wage \$ _____

Reason for Leaving: _____

Description of duties/responsibilities: _____

Supervisor: _____ Phone: _____

May we contact this employer for a reference? Yes No

Employer Name: _____ Start Date: _____ End Date: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Position Held: _____ Full Time Part Time Ending Wage \$ _____

Reason for Leaving: _____

Description of duties/responsibilities: _____

Supervisor: _____ Phone: _____

May we contact this employer for a reference? Yes No

Employer Name: _____ Start Date: _____ End Date: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Position Held: _____ Full Time Part Time Ending Wage \$ _____

Reason for Leaving: _____

Description of duties/responsibilities: _____

Supervisor: _____ Phone: _____

May we contact this employer for a reference? Yes No

Volunteer History

Please list any volunteer experience:

Employer/Organization Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Date Volunteered: _____ Date Left: _____

Description of duties/responsibilities: _____

Supervisor: _____ Phone: _____

May we contact this employer/organization for a reference? Yes No

Please read carefully before signing:

I understand in filling out this application that Residential Opportunities, Incorporated (ROI) is in no way obligated to offer me employment. I certify that the facts set forth in my application for employment are true, correct, and complete. I understand and agree that any misrepresentation or false statement on this application may be considered cause for the rejection of this application or, in the event I become employed, immediate discharge. I understand if I have a protected disability that affects my ability to do the job I seek, I may ask ROI to attempt to make reasonable accommodation for it. I understand that I must make any request to the Chief Operating Officer as soon as possible after the date I know or reasonably should know about the accommodation. If hired, I agree to report any claim of unlawful harassment or discrimination to a member of management as designated in ROI's anti-discrimination and anti-harassment policies within three (3) days of the occurrence and understand that this is an express pre-requisite condition to the filing of any action or lawsuit alleging such a wrongful act. I understand and agree that in signing this job application, I am agreeing to waive any and all statutes of limitation applying to the employment relationship or my application for employment, and instead agree to the shorter of a) a 180-day statute of limitations running from the date of the act complained of, or b) the time prescribed by applicable statute. In the event a court of competent jurisdiction determines that such a statute of limitations of 180-days is invalid as to some or all claims, I agree to the shorter of a) a 301 day statute of limitations from the date of the act complained of, or b) the time period prescribed by applicable statute as to only those such claim(s). *This means that I will only have a limited time to bring any type of legal action against ROI or its officers or employees. I waive any limitation to the contrary.*

If hired, I agree to comply with the applicable rules and regulations of Residential Opportunities, Incorporated. Every employee has the status of "employee-at-will," meaning that no one has a contractual right, expressed or implied, to remain in ROI's employ.

Signature: _____

Date: _____

Thank you for completing this application and for your interest in employment with ROI.



Authorization to Release Employment Information to Residential Opportunities

I, _____ (Please Print Your Name) hereby authorize Residential Opportunities, Inc. to conduct a thorough reference check of my past work performance and work history. I also authorize any/all employers to release any and all confidential personnel records which are pertinent to my work performance. I also waive any rights which I may have to receive written notice from any employer, institution or reference listed on this release that provides this information to notify me when the requested information is released. I hereby release all individuals connected with such release from liability for providing this information.

_____ XXX-XX-
 Date Signature Social Security # (Last 4 digits)

*****Employer Use Only Below This Line*****

Company/Contact Person: _____

_____ has recently applied for a position with Residential Opportunities, Incorporated. Thank you for taking time to complete this questionnaire. This form has been prepared for return mailing ease, or may be sent by fax to (269) 343-2940.

Applicant's Job Title: _____ Last Hourly Wage: _____

Type of Work Performed: _____

Date of Employment: From _____ To _____ Part Time Full Time

Nature of Separation: Resigned Discharged Laid Off/Position Eliminated

Would you rehire? YES NO

If the answer is "No," please state reason: _____

	Excellent	Good	Fair	Poor
Overall Performance				
Follows Instructions				
Attendance/Punctuality				
Works Well Without Supervision				
Communication/Written Skills				
Quality of Work				
Quantity of Work				
Gets Along Well With Others				

 Signature of Person Completing Form, Title

 Date