

## IMPORTANT NOTICE - PLEASE READ

Welcome to the Institute for Applied Behavior Analysis. We are pleased that you are considering us for possible employment. Our application process consists of several steps. They include the completion of the application form, checking prior employment references and other background information, and an interview with one or more of our staff. All parts of this process must be successfully completed for you to be considered for and offered employment with our company. You will be advised as to how to proceed through this process.

If employment with our company is offered to you, you will go through an orientation period during which you will be formally advised of all the terms and conditions of your employment and you will be given several documents to read and sign, including our employee handbook which contains most of our policies and procedures. While you will be given a lot of information about working with our company during the interviewing process, it is during the orientation period that we clarify, finalize and formalize our employment relationship.

In accordance with Institute policy, if you are hired, we will need to insure that you do not have a criminal record that would bar you from employment. During your first week of employment, you must be finger printed (at your own expense) through the Live Scan Network of the California Department of Justice. You will not be allowed in the field (alone with a consumer) without an approved clearance by the California Department of Justice.

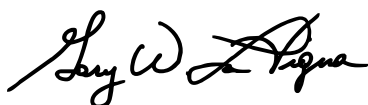
Also during the first week of employment, if your position includes the potential for driving, you will be required to provide the following: a valid California Drivers License, proof of current automobile insurance that meets or exceeds California's minimum coverage requirements, and a current Department of Motor Vehicle driving record printout (at your own expense). Additionally, some assignments require that your vehicle successfully pass an inspection utilizing guidelines provided by the California Highway Patrol (also at your own expense).

You will also be required to provide current First Aid and adult CPR certification documentation within the first week of hiring (initially at your own expense) - if hired, subsequent renewals of your First Aid & CPR training/certification will be paid for by the Institute during your employment with us.

Finally, all of the terms and conditions of your employment must be approved by the company's Director of Administrative Services or the service Director before they become final and binding.

To start the process, please complete and sign the attached application. If you have any questions regarding the above, please bring it to the attention of your initial interviewer.

Sincerely,



Gary W. LaVigna, Ph.D.  
Clinical Director



INSTITUTE FOR APPLIED BEHAVIOR ANALYSIS  
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 LOS ANGELES, CA 90045  
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**We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.**

**This e-Application is published in enhanced PDF, which means that, using Adobe Acrobat Reader, you can fill the form out, print a copy for your records and e-mail the completed application to IABA. Press the TAB key on the keyboard to begin. When complete, press the "SUBMIT FORM" button.**

# e-APPLICATION FOR EMPLOYMENT

Position(s) Applied For		Date of Application	
Referred By			
Last Name		First Name	Middle Name
Address		City	State Zip Code
Telephone Number(s)		Home	Work Social Security Number
Have you ever submitted an application here before?		If yes, give the date:	
Have you ever been employed here before?		If yes, give dates. From:	To:

## EDUCATION

High School • Name		Diploma?	
Address			
Undergraduate College • Name		Major	
Address		Years Completed	Graduated? Year
Graduate College • Name		Major	
Address		Years Completed	Graduated? Year

## BUSINESS REFERENCES

- \_\_\_\_\_ (NAME) \_\_\_\_\_ (PHONE)

\_\_\_\_\_ (ADDRESS)
- \_\_\_\_\_ (NAME) \_\_\_\_\_ (PHONE)

\_\_\_\_\_ (ADDRESS)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

**EMPLOYMENT HISTORY (START WITH MOST RECENT)**

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From	To	Employer	Phone #
Job Title		Duties	
Supervisor's Name			
Starting Salary	Ending Salary	Reason for Leaving	
From	To	Employer	Phone #
Job Title		Duties	
Supervisor's Name			
Starting Salary	Ending Salary	Reason for Leaving	
From	To	Employer	Phone #
Job Title		Duties	
Supervisor's Name			
Starting Salary	Ending Salary	Reason for Leaving	

**OTHER QUALIFICATIONS**

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Summarize special job-related skills and qualifications acquired from employment or other experience.	
Can you fully and safely perform all the essential duties of the position for which you have applied?	

<p>If "No," can you perform the essential duties with reasonable accommodation? Please explain:</p>	
<p>If required by the position for which you are applying, and you are hired by IABA, will you be able to provide the following within the first week of employment?</p>	
<ul style="list-style-type: none"> <li>➤ Verification of your legal right to work in the U.S.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ A valid California Driver's License</li> </ul>	
<ul style="list-style-type: none"> <li>➤ A current California DMV printout</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Proof of current automobile insurance</li> </ul>	
<ul style="list-style-type: none"> <li>➤ A fingerprint card obtained from a local police department</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Proof of current first aid and adult CPR certification/training</li> </ul>	
<p>Have you ever been convicted of a criminal offence, felony or misdemeanor (exclusive of any marijuana related conviction over two years old; any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed; or any arrest for which a pretrial diversion program has been successfully completed)? (*)</p> <p>If "Yes", please state nature of offense(s), date(s), city and state and disposition.</p>	
<p>With regard to persons with a developmental disability, has it ever been determined, (e.g., by a court or jury, a state or federal government department investigation, or other similar evidence) that you have abused, neglected, sexually assaulted, or exploited any person with a developmental disability, or subjected any person with a developmental disability to a serious injury as a result of intentional or grossly negligent misconduct? (*)</p> <p>If "Yes", please explain:</p>	
<p>(*) Such convictions or evidence may be relevant if job-related, but will not necessarily bar you from employment.</p>	

## **APPLICANT'S STATEMENT**

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I hereby certify that the information on this application is correct and complete to the best of my knowledge. I understand that falsification or omission of any material information on this application or in the interviewing process or in my resume may be considered sufficient cause for immediate termination. I understand that this application will no longer be active and will receive no further consideration once the position for which I am applying has been filled.

I agree to have any of the statements herein as well as my background investigated by the institute or its agents. I understand that the background investigation may include, but is not limited to, reviewing my education, employment history, any public records, and personal references. In consideration for reviewing my application and other related information, I hereby waive and release the Institute, its employees and agents, and all other entities and persons, and their respective employees and agents, from any claims I might have, including defamation and invasion of privacy, resulting from any verbal or written inquiries and/or any verbal or written responses related to investigation of my background as well as the use or disclosure of such information.

I understand that all disputes arising out of my employment with the Institute will be resolved by binding arbitration and that, if hired, I will be presented with an At Will & Arbitration Agreement.

I agree that if employed, I will abide by all policies and procedures established by the employer. I understand that my employment is "at will" that I may resign at any time, that the employer may terminate my employment at any time, with or without cause, and that no employee or other representative of the Institute has the authority to make an agreement contrary to the foregoing unless it is in writing and signed by the Institute's clinical director. This constitutes my entire agreement with the Institute with regard to the matters set forth in this paragraph.

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Signature of Applicant

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Date