



13725 Starr Commonwealth Road Albion, MI 49224

Dear Prospective Co-worker;

Thank you for seeking employment with Starr Commonwealth. Starr Commonwealth is a not-for-profit agency that provides a wide array of services to children, youth, and families from locations throughout Michigan and Ohio. From prevention and enrichment to residential treatment, Starr offers more than 20 programs – all based on creating powerful environments.

To be considered for an employment interview, please read and complete all of the enclosed documents and follow instructions thoroughly.

Instructions for application for employment process:

1. Complete and submit the **Application for Employment, Consent Form** and **Authorization for Pre-Employment Drug Testing** to the address below.

Human Resources Department
Starr Commonwealth
13725 Starr Commonwealth Road
Albion, MI 49224

2. Once you've completed the forms mentioned above, complete and submit the Request for Central Registry Clearance form to your local Department of Human Services (DHS) by mail or in person. Be sure to include a copy of your current valid driver's license.

To locate your local DHS office, go to web site www.michigan.gov/dhs and click on the "County Office" icon on the left side of the web site.

Your results of the Central Registry Clearance will be mailed to your home from the DHS office within 7 to 10 days. **You must submit this form to your local DHS office to be considered for employment at Starr Commonwealth.**

Once you've received results of the **Request for Central Registry Clearance** from DHS, please forward a copy to my attention at the address provided above.

Please follow the instructions thoroughly so that your application process is not delayed.

Thank you for your interest in Starr Commonwealth.



In 1913 the Creed of Starr Commonwealth was born. Today we continue to take to heart what Floyd Starr so compassionately penned that day as his core belief and the foundation of our organization, "there is no such thing as a bad boy."*

This core value is represented in our mission, vision and core values. The values we seek to nurture and live by are **honesty, compassion, respect, responsibility** and **fairness**.

It is these core values that guide us and allow us to continue to build upon Starr's strength-based treatment philosophy and provide hope for today's children and families.

*Starr Commonwealth changed the statement to read, there is no such thing as a bad child, to reflect the care of girls as well as boys.

We believe there is no such thing as a bad child.

We believe everyone has the responsibility to help and no one has the right to hurt, physically or verbally.

We believe people can change and problems are solvable opportunities that facilitate growth and development.

We believe in recognizing and developing the strengths of all children and families.

We believe in the oneness of humankind and will embrace all people as social equals, valuing their diversity.

We believe all children deserve positive relationships.

We believe in the principles of servant leadership and are obligated to help one another reach full potential.

We believe all people can be contributing community members with a commitment to social interest and volunteerism.

We believe all people are spiritual beings and, in order to reach their full potential, children and families must be given opportunities for spiritual growth.

Vision:
Be a national leader in strength-based practices for children and youth.

Mission:
Create positive environments where children can flourish.

Starr Commonwealth

EQUAL OPPORTUNITY EMPLOYER

Date _____ Position applied for _____

If hired when would you be available to begin employment? _____

Name _____ Social Security # _____

Address _____ City _____ State _____ Zip _____

Telephone Number _____ Driver's License # _____ Email _____

Temporary Address _____ City _____ State _____ Zip _____

Do you have a relative(s) currently working at Starr or serving on Starr's Board? If so, whom? _____

Are any of your college or work records listed under another name (specify)? _____

Are you restricted from becoming legally employed in this country because of visa or immigration status? Yes No

LIST PREVIOUS EMPLOYERS – MOST RECENT FIRST – INCLUDE MILITARY SERVICE Note: This section should be completed even if a resume is attached. Please attach separate sheet to list additional employment experience.

From:	To:	Name /Address of Employer:	Position Title and Responsibilities:
Supervisor:			
Reason for Leaving:			
		Phone:	
From:	To:	Name /Address of Employer:	Position Title and Responsibilities:
Supervisor:			
Reason for Leaving:			
		Phone:	
From:	To:	Name /Address of Employer:	Position Title and Responsibilities:
Supervisor:			
Reason for Leaving:			
		Phone:	

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

Military Service History: Number of Years in Service _____ Rank at Separation: _____

Military Occupation Specialty: _____ Special Training: _____

Type of Discharge: _____

PERSONAL

EMPLOYMENT / MILITARY HISTORY

Type of School	Name and Location of School	Number of Years Attended	Degree	Course of Study	GPA
High School					
College					
Other (Give type)					

Please indicate any professional, trade, office, technical or other skills and abilities that you possess (typing, shorthand, office machines, keypunch, programming, maintenance), if applicable to job for which you are applying.

Skill	Length and kind of training	Years of experience

Indicate experience with youth (other than above) including voluntary work _____

Memberships in professional organizations (excluding organizations whose affiliations indicate race, color, religion, national origin or ancestry) _____

List sports, hobbies, and special interests in which you have been actively involved _____

Have you ever been convicted of any crime? No Yes Explain _____

Are there any criminal charges pending against you? No Yes Explain _____

Has your driver's license been suspended or revoked at any time? No Yes Explain _____

May we contact your present employer upon serious consideration for employment? No Yes

References other than former employers or relatives

Name and Occupation	Address	Phone Number
1. _____		
2. _____		
3. _____		

I understand that this application and the personnel policies do not constitute employment. I understand that to be employed I must be lawfully authorized to work in the United States, I must show the employer documents that will verify this.

I, the undersigned applicant at Starr Commonwealth, hereby authorize Starr Commonwealth, its agents, employees and representatives, to obtain information concerning the employment, educational record, law enforcement record, and any other background information about me. I do further consent to the release of such information by any source. All privileges relating to such disclosure to Starr Commonwealth, its agents and representatives, are hereby waived. I hereby release from liability or damage those individuals who may provide such information. A photocopy of this authorization and the signature below shall be as effective as the original.

I hereby certify that the information given in this application is complete, made truthfully, without evasion. I understand that falsified information and/or deliberate omissions on this application are sufficient cause for refusal of employment or dismissal if employed.

Applicant Signature _____ Date _____

You may attach and mail any additional information you feel necessary to complete or clarify your application, to:

Human Resources Department
Starr Commonwealth, 13725 Starr Commonwealth Rd., Albion, MI 49224



As a prospective employee of Starr Commonwealth, I understand that it is the agency’s policy to secure a variety of background information, including conviction of criminal history and driving records as part of the pre-employment screening process. While providing this information during the application process is optional and **not** providing it **will not** disqualify you from employment consideration, it does assist in expediting the process. Providing this information is mandatory, when a position is offered contingent on passing the criminal history and Motor Vehicle Operator’s background checks.

For Montcalm School, a program of Starr Commonwealth, the successful candidate will be considered initially as a conditional employee contingent upon passing a fingerprinting criminal background check that will be conducted by the Michigan State Police and Federal Bureau of Investigation and an Unprofessional Conduct Report background check as required by the Michigan Department of Education.

Name _____
Last First Middle

Maiden, or previously used name(s) _____

Birthdate _____ Race _____ Gender _____

Social Security Number _____

Driver’s License Number _____

I understand that the above information is requested by the Central Records Division of the Michigan State Police, Lansing, Michigan. I authorize Starr Commonwealth to utilize the above information for the sole purpose of obtaining a conviction only criminal history file search and Motor Vehicle Operator’s records.

Signature of Applicant: _____

Please mail or fax directly to:

Starr Commonwealth
Attn: Human Resources Department
13725 Starr Commonwealth Road
Albion, MI 49224
517.629.5591
517.629.2317 (Fax)
www.starr.org



State Child Protection Act – CENTRAL REGISTRY CLEARANCE

On April 1, 2003, amendments to the State Child Protection Act will take effect, requiring employees, volunteers, interns of child caring institutions and child placing agencies to complete and clear a Central Registry check. An employee, volunteer, or intern of a child caring institution, or child placing agency, shall not be present if they have been convicted of child abuse, neglect, or of a felony involving harm, or threatened harm, to an individual within 10 years preceding the date of hire. As of April 1, all prospective new hires and volunteers are required to have a Central Registry clearance before employment, or unsupervised volunteer service begins.

Every Michigan employee, intern, or volunteer applicant must fill out the enclosed form (DHS-194) and submit to their local DHS office with a photocopy of your driver's license. You may drop off or mail the form to the local DHS office. The results will be mailed to your residence within 7-10 days. This completed form must be submitted to the Human Resource office for photocopy to complete your application process.

The mailing address for the local DHS office in and around Calhoun County is:

Calhoun County DHS
Attn: Central Registry Clearance
P.O. Box 490
190 East Michigan Avenue
Battle Creek, MI 49016-0490

REQUEST FOR CENTRAL REGISTRY CLEARANCE

Michigan Department of Human Services Agency

SUBMIT THIS FORM WITH A COPY OF YOUR DRIVERS LICENSE OR OTHER PHOTO IDENTIFICATION

I am requesting that DHS provide me with a Central Registry Clearance on myself.

Today's Date _____

Name _____

Birth date _____ Social Security Number _____

Current Mailing Address _____

City _____ State _____ Zip Code _____

Current Phone Number _____

Other Names By Which Known _____

Signature of Requestor _____

Signature of DHS Staff Person Completing Request _____

AUTHORITY: State P.A. 238 of 1975, 722,627.Sec 7(f)

RESPONSE: Voluntary

PENALTY: Inappropriate releases of this information is a misdemeanor

The Department of Human Services Agency will not discriminate against any individual or group because of race, sex, religion, national origin, color, height, weight, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to the FIA Office in your county.



Starr Commonwealth offers excellent comprehensive benefits, including medical, dental, vision, and prescription coverage after a 90-day waiting period. Our benefits also allow a generous all-purpose leave package, tuition programs, tax-sheltered annuity options, and short and long-term disability insurance. Another benefit of working here is our defined-benefit pension plan.

Medical Insurance

Starr Commonwealth offers excellent coverage for our employees. There are three plans available to employees offering varying degrees of co-pays and options. Starr also offers a wellness benefit to encourage our employees to be well and stay healthy by exercising prevention.

Prescriptions

All of our employees are eligible to receive prescription coverage. The outright cost to employees is very low, especially when using the convenient mail-order service.

Flexible Spending Account

A flexible spending account can be set up to use pre-tax dollars for health care reimbursement, dependent care, short-term disability premiums, insurance premiums, and COBRA premiums for dependents.

Vision Insurance

Starr Commonwealth wants all employees to have clear vision, figuratively and literally. Our excellent vision plan will help you see a bright future with us.

Dental Insurance

Starr provides dental insurance to its employees with very low co-pays.

Disability

While short term disability is available at a very low cost to employees, long-term disability is available to all employees at no additional cost.

Life Insurance

Starr Commonwealth provides life insurance on all employees that equals two times their salary at no additional cost to the employee.

Defined-Benefit Pension Plan

Starr Commonwealth cares about its employees and their financial well-being. We consider the defined-benefit pension plan (a rarity now) to be an excellent way to reward your service to the organization and after five years you are fully vested. In addition, all contributions to the pension plan are made by Starr Commonwealth.

Tuition Reimbursement

We see the strengths in our employees, too. In order to help, we have a tuition reimbursement plan for approved courses of study.

All-Purpose Paid Leave

A generous all-purpose paid leave benefit is available to full-time employees.

Holidays

Ten paid holidays are scheduled throughout the year.

Tax-Sheltered Annuity Option

This benefit is available to all employees. Please contact Human Resources for more information.



I agree to undergo pre-employment drug testing as a condition of employment with Starr Commonwealth.

I agree that if I refuse to be tested for drugs or if Starr Commonwealth receives a positive test result which reveals the use of controlled substances without a lawful prescription, I will not be considered for employment. I understand that if my active employment with Starr Commonwealth begins before the test results are obtained, positive results will result in my immediate termination.

I hereby authorize the laboratory or testing facility to release the results of my drug tests and its representatives who need to know the results in order to make a decision regarding my employment.

**I have read and understand the Starr Commonwealth Pre-Employment Drug Testing Policy.
If I am offered a position at Starr Commonwealth, I will submit to a drug test.**

Date: _____

Applicant's Name (please print): _____

Applicant's Signature: _____