



## What You Need to Know Before Applying with CLASS

- ❖ Information you provide on your application will be verified, so please be truthful.
- ❖ You must not have any history or record of abuse, neglect, and/or exploitation of persons unable to protect themselves.
- ❖ CLASS conducts background checks with the Kansas Department for Children and Families (KDCF), the Kansas Department for Aging and Disability Services (KDADS), the Kansas Bureau of Investigation (KBI), and the Kansas Health Occupation Credentialing office, if applicable.
- ❖ A pre-employment driver's license check will be conducted. Excessive traffic violations may preclude your employment with CLASS. Accidents that appear on your driving record will require a written, signed statement from you regarding the circumstances of the accident.
- ❖ Must be 18 years of age or older.
- ❖ Must have reading, writing, and math skills at an acceptable level of proficiency to meet documentation and record keeping requirements, which is a part of every job within CLASS. Some positions may require additional education and/or experience.
- ❖ Confidentiality for our clients and staff is an essential element of any job within CLASS.
- ❖ 67 hours of in-service training are required the first year of employment, and 20 hours a year thereafter for service positions. You must attend required training classes to continue to be an employee in good standing.
- ❖ The ability to administer medications through competency-based training and nursing delegation are conditions of employment at CLASS for all Coaches.
- ❖ Attendance and punctuality are essential to the successful performance of your job.
- ❖ If use of a personal vehicle is required for your position, proof of appropriate insurance is required.
- ❖ CLASS has a zero-tolerance policy regarding the use of drugs and alcohol in the workplace. You will be subject to a pre-employment drug screening and random drug tests as an employee of CLASS.
- ❖ CLASS prohibits current and former employees from bringing firearms or other dangerous weapons on CLASS premises, other work sites, company-owned vehicles, and company-sponsored events. This applies to employees who have a valid concealed-carry permit issued by the state of Kansas or other states recognized by Kansas.
- ❖ If you are currently subject to a Non-Disclosure & Non-Solicitation Agreement with a former employer, please inform us of this at your interview. All CLASS employees except direct-support staff are subject to compliance to CLASS' Confidentiality/Non-Disclosure/Non-Solicitation Agreement.