



1226 Carpenter Rd SE, Ste B-1
Lacey, WA 98503

Phone 360-705-4665

Fax 360-705-4654

Date: _____ Legal Name: _____

Phone Number: _____ Alt. Phone Number: _____

Address: _____

City: _____ Zip: _____ Email Address: _____

Emergency Contact: _____ Phone Number: _____

Are you at least 18 years old? Y ___ N ___

Do you currently have your high school diploma or GED? (Required) ___ Y ___ N

When? _____ Where (city, state) _____

Level of Education Completed: _____ When? _____ Where? (city, state) _____

Please note your availability (Start and end time).

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours							

Please check your preference below:

___ Part time (1-29 hours per week)

___ Full time (30-40 hours per week)

___ Fill-in status (You do not have a set schedule. This is a very flexible position. You need to work at least 64 hours per month, but you can work up to 40 hours per week and overtime if preapproved.)

_____ initial

I understand that I will be required to work weekends.

NON-DISCRIMINATION IN EMPLOYMENT

Kokua is an equal opportunity employer. We will not discriminate in any employment actions based upon the employee's race, religion, marital status, age, gender, sexual orientation, color, creed, national origin, veteran or Vietnam era veteran status, use of a trained guide dog or service animal by a person with a disability or a handicapping condition, the presence of any sensory, mental or physical disability, including communicable diseases and HIV/Aids. Kokua expects employees to treat both clients and other employees in a non-discriminatory manner. Discriminatory behavior may be cause for discipline.

U.S. Citizen: ___Yes ___No (If no, Alien Number must be given before employment begins)

Have you ever been convicted of a felony? ___Yes ___No (If yes, attach explanation)

Military service? ___ Yes ___No

Do you have any volunteer and community experience working with special populations?

Education / Employment Goals:

I affirm that the information contained in this application and in any other material included as part of this application is true and correct to the best of my knowledge. I understand that any misrepresentation given in the application process may lead to my termination from employment. In order to maintain staff flexibility that is essential to the successful management of our agency, it is understood that any employment relationship with Kokua is "At Will". It can be terminated, with or without cause, at any time by either the employer or the employee.

Signature: _____ Date: _____



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Acknowledgement of Job Duties

Kokua employees provide personal support for adults with disabilities. Extensive training will be provided to assist new employees to perform tasks per Kokua's expectations. All direct care positions require that employees are able to participate in the following activities:

- Cook client meals
- Accompany clients to do their grocery shopping
- Perform house cleaning chores
- Laundry
- Yard work and lawn mowing
- Lift up to 30 pounds
- Provide personal care, as needed (help with bathing, toileting, dressing)
- Use augmentative communication devices, as needed
- Ride the Intercity Transit bus with clients
- Drive a company vehicle to transport clients
- Assist clients to attend religious functions of their choice
- Support a client's lifestyle choices even if they conflict with your own values
- Accompany clients on outings in the community
- Follow safety training instructions
- Use universal health precautions training to prevent the spread of disease
- Complete daily documentation as instructed in new employee training classes

I have read the job requirements listed above and I affirm that I am willing and able to perform the tasks listed.

Applicant Signature

Date

