



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, families, professionals and communities from locations in Michigan and Ohio. From prevention and enrichment to residential treatment, Starr offers more than 20 programs – all based on creating positive environments where children flourish.

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. Central Registry Process - see attached form and information on completing the central registry process. We must have a completed Central Registry Form on file in order for applicants to become employees of Starr Commonwealth.

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

Thank you for your interest in Starr Commonwealth.



**STARR COMMONWEALTH  
HUMAN RESOURCES DEPARTMENT  
MEMORANDUM**

The State Child Protection Act requires all 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. Beginning April 1, 2003 all prospective new hires and volunteers are required to have a Central Registry clearance before employment or when unsupervised volunteer service begins.

Every Michigan employee, intern, or volunteer applicant must fill out the enclosed form (FIA-194) and submit to their local FIA office with a ***photocopy of your driver's license***. You may drop off or mail the form to the local FIA office (see some of the local offices listed below). **You must submit this form to your local FIA office to be considered for employment at Starr Commonwealth.** You are given the option of having results mailed to your home or directly to Starr Commonwealth. The results are usually processed within 7-14 days. The completed result form must be submitted to the Human Resource office for photocopy to complete your application process. Local DHS offices are listed below – a more exhaustive list is located at [www.michigan.gov/canregistryclearance](http://www.michigan.gov/canregistryclearance).

**Calhoun County FIA  
Central Registry Clearance Request  
190 East Michigan Avenue  
Battle Creek, MI 49014  
Phone: (269) 966-1284**

**Jackson County FIA  
Central Registry Clearance Request  
301 E. Louis Glick Hwy.  
Jackson, MI 49201  
(517) 780-7400**

**Kalamazoo County FIA  
Central Registry Clearance Request  
322 E. Stockbridge Avenue  
Kalamazoo, MI 49001  
(269) 337 4900**

**Ingham County FIA  
Central Registry Clearance Request  
5303 S. Cedar St.  
Lansing, MI 48911  
(517) 887-9400**

*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 Commonwealth offers more than 30 programs all based on creating powerful environments. To learn more about Starr Commonwealth, please visit our web site at [www.starr.org](http://www.starr.org).*

**Starr Commonwealth  
Human Resources Department  
13725 Starr Commonwealth Road  
Albion, MI 49224  
517.629.5591  
517.630.2332 Fax**

# REQUEST FOR CENTRAL REGISTRY CLEARANCE

State of Michigan  
Michigan Department of Human Services

**INSTRUCTIONS:** Complete the following information and submit request to your **LOCAL** Department of Human Services (DHS) Office. See [www.michigan.gov/canregistryclearance](http://www.michigan.gov/canregistryclearance) for information on central registry clearance requests and how to contact the local DHS office.

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

Today's Date		
Name		
Birthdate	Social Security Number	
Current Mailing Address (Street No. and Name)		
City	State	Zip Code
Current Phone Number		
Other Names By Which Known		
_____		
_____		

**Indicate below how you want to receive the results of the central registry clearance:**

I would like the results mailed to the address on my picture identification.

**IF YOU WANT THE RESULTS MAILED TO YOU, PLEASE SUBMIT ALONG WITH THIS FORM, A COPY OF YOUR CURRENT PICTURE IDENTIFICATION. DUE TO CONFIDENTIALITY RESTRICTIONS, A COPY OF THE RESULTS WILL BE MAILED ONLY TO THE ADDRESS ON YOUR PICTURE IDENTIFICATION.**

I would like to pick up the results from the local DHS office.

**IF YOU ARE TEMPORARILY IN MICHIGAN AND THE ADDRESS ON YOUR PICTURE IDENTIFICATION AND YOUR TEMPORARY ADDRESS DO NOT MATCH, YOU MUST CHOOSE THIS OPTION.**

I would like the results mailed to:

Employer/Potential Employer

Volunteer Agency

**IF YOU ARE LISTED ON CENTRAL REGISTRY, THE RESULTS CANNOT BE MAILED TO AN EMPLOYER/POTENTIAL EMPLOYER OR VOLUNTEER AGENCY. RESULTS WILL BE MAILED TO YOU INSTEAD. A COPY OF YOUR CURRENT PICTURE IDENTIFICATION MUST BE PROVIDED.**

Signature of Requestor	Signature of DHS Staff Person Completing Request
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AUTHORITY: State P.A. 238 of 1975, MCL 722.627-722.627j RESPONSE: Voluntary PENALTY: Inappropriate release of this information is a misdemeanor.	Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.
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# Starr Commonwealth

EQUAL OPPORTUNITY EMPLOYER

Date \_\_\_\_\_ Position applied for \_\_\_\_\_

If hired when would you be available to begin employment? \_\_\_\_\_

Name \_\_\_\_\_

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: \_\_\_\_\_

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



## General Information Sheet

### Fringe Benefits

#### *Blue Cross Blue Shield Flex Blue #4 High Deductible Plan*

- A. Medical: Basic insurance plan available after 90 day waiting period (including dental, vision, and prescription). After one year of employment and during next open enrollment period, three different medical plan choices are available.
- B. Dental: No deductible, \$1000 available per person per year, 20% co-pay on cleaning, fillings and other basic services.
- C. Vision: No deductible, \$10 co-pay on eye examination, \$20 co-pay on frames and lenses, \$130 co-pay on contact lenses.
- D. Prescription: Paid at 100% after deductible. \$500 Preventative Drug Benefit.
- E. Long-Term Disability: Payments begin when you have been unable to work for 90 calendar days due to a non-work related illness or injury. This pays 2/3 of your regular paycheck. The premium is paid by Starr Commonwealth.
- F. Life Insurance: Two times your annual salary, rounded up to the nearest \$1000. The premium is paid by Starr Commonwealth.
- G. Starr Commonwealth 403 (b) Retirement Plan: The 403(b) Retirement Plan offers employees the opportunity to set aside a portion of their earnings in an investment program. The employee has the added benefit of employer paid contributions to the account and the opportunity to receive matching contributions.
- H. Tuition Advancement/Reimbursement: \$3000 per fiscal year with Supervisor approval.
- I. All Purpose Paid Leave:
  - 0–48 months of employment will accrue 120 hours of leave (accrued at 4.62 hours per pay period)
  - 49–120 months of employment will accrue 160 hours of leave (accrued at 6.16 hours per pay period)
  - 121+ months of employment will accrue 200 hours of leave (accrued at 7.7 hours per pay period)
- J. Ten Paid Holidays
- K. Health Savings Account: Available with enrollment in BCBS Benefit Plan
- L. Other Pre-Tax Benefits: Health Care Reimbursement, Dependent Care Reimbursement, Short-term Disability (15 day waiting period 50% employee pays), Insurance Benefit Premiums, COBRA Premium for Dependents

*\*90 Day Waiting Period for Health Benefit Package.*

*\*\*Spouse must access their own insurance plan if offered by their employer.*



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.





## AUTHORIZATION FOR PRE-EMPLOYMENT DRUG TESTING

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 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 Authorization for Pre-Employment Drug Testing document. If I am offered a position at Starr Commonwealth, I will submit to a drug test.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name