



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. 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 www.michigan.gov/dhs on the left side of the website.

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 Starr Commonwealth 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 _____

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



**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. Effective as of April 1, 2003 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 (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. The results will be mailed to your residence within 7-10 days. The completed result form must be submitted to the Human Resource office for photocopy to complete your application process.

To complete your Central Registry Clearance, please follow this link www.michigan.gov/canregistryclearance

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 website at www.starr.org.

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



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



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.*