

PRELIMINARY INTERVIEW

Instructions:

1. Complete **ALL** sections of this preliminary interview by typing directly into this PDF fillable form by selecting the “**Tools**” tab in the top left hand corner (above the printer icon) and then the “**Fill and Sign**” option (second choice on the top line). Your document will now be ready to complete. Please read carefully: You must answer all questions completely and accurately.
2. For the questions requiring a “**check mark or x**” select either one of these icons on the tool bar in the center then click in the response box you have chosen and either the check mark or x will appear.
3. There are six (6) pages in total.
4. Once this form is completed, save it to your computer, USB, etc..
5. Email this completed form to hr@cl-grimsbylincoln.ca. State in the subject line ***preliminary interview completed***

We thank you for your completed preliminary interview. Please note that only those selected for an in person interview will be contacted. Community Living – Grimsby, Lincoln & West Lincoln provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources at (905) 563-4115 ext. 210. All requests will be addressed confidentially.

VISION

Celebrating individuality through boundless opportunities.

MISSION

We provide person-centred services that support people living with intellectual disabilities.

OUR COMMITMENT

We believe our employees and volunteers are our greatest resources and as such, we are committed to providing a passionate, well managed organization known for its integrity, honesty, respect and trusting relationships.

2021

PRELIMINARY INTERVIEW QUESTIONS

<u>First Name:</u>	<u>Last Name:</u>	<u>Date (i.e. mm/dd/yyyy):</u>
<u>Home Phone (i.e. 905-555-5555):</u>	<u>Cell Phone (i.e. 905-555-5555):</u>	
<u>Email Address:</u>	<u>Address:</u>	<u>Apt / Unit Number:</u>
<u>City:</u>	<u>Province:</u>	<u>Postal Code:</u>
<u>Date Available to Start Work (i.e. mm/dd/yyyy):</u>	<u>Are You Legally Entitled to Work in this Country:</u>	
	YES NO	

Education:

<p>High School Graduate? YES NO</p> <p>Name of High School Graduated From:</p>
<p>College Graduate? YES NO</p> <p>Name of College(s) and Program(s) Completed:</p> <p>1.</p> <p>2.</p> <p>3.</p>
<p>University Graduate? YES NO</p> <p>Name of University(s) and Degree(s) Completed:</p> <p>1.</p> <p>2.</p> <p>3.</p>

Position Applying For:

Type Applying For (select all that are applicable):

Part-Time Direct Support Position (DSP) (20 – 70 hrs. bi-weekly)

Full-Time DSP (80 hrs. bi-weekly)

Float (Less than 20 hrs. bi-weekly)

Summer Positions

Volunteer Placement/Opportunities

Position(s) Applying For (select all that are applicable):

24-hour **Adult Residential Services DSP** (persons supported are aged 18 and above)

24-hour **Children’s Residential Services DSP** (persons supported are aged 18 and under)

Children’s Weekend Respite (program runs Friday afternoon to Sunday afternoon each week)

Adult Community Participation Services DSP (part time positions only)

Questions:

1.	<p>Were you previously employed by our agency, Community Living – Grimsby, Lincoln & West Lincoln?</p> <p>If yes, please state dates, position(s) held, location worked and Supervisor(s) name:</p>	<p>Yes No</p>
2.	<p>Were you previously a student/volunteer for our agency, Community Living – Grimsby, Lincoln & West Lincoln</p> <p>If yes, please state dates, position(s) held, location worked and Supervisor(s) name:</p>	<p>Yes No</p>
3.	<p>How did you hear about the position(s) at our agency?</p>	

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4.	<p>Are you currently working, volunteering and/or have a student placement with another congregate care agency within the Developmental Services Sector? <i>*Note: Due to COVID19 our agency cannot hire or place anyone who works within another agency in the Developmental Services Sector.</i></p>	<p>Yes No</p>
5.	<p>Do you have friends or relatives working with us? If yes, please state friends and/or relatives name(s):</p>	<p>Yes No</p>
6.	<p>Do you have a current (not expired) C.P.R. Level C training certification? If yes, please state date obtained (i.e. dd/mm/yyyy): If no, do you have another level of C.P.R. (i.e. Level A) that is current? If yes, please state level and date obtained (i.e. dd/mm/yyyy):</p>	<p>Yes No Yes No</p>
7.	<p>Do you have a current (not expired) Standard First Aid Training certification? If yes, please state date obtained (i.e. dd/mm/yyyy): If no, do you have another level of First Aid (i.e. Emergency) that is current? If yes, please state level and date obtained (i.e. dd/mm/yyyy):</p>	<p>Yes No Yes No</p>
8.	<p>Do you have a current (not expired) Non Violent Crisis Intervention (NVCI or CPI) training certification? If yes, please state date obtained (i.e. dd/mm/yyyy):</p>	<p>Yes No</p>
9.	<p>Applicants must have a valid G Licence with no restrictions and must be insurable with our agency's insurance company. Are you currently insured and/or insurable? Do you have a valid FULL G Licence? If no, select one of the below: Have no driver's licence Have G1 Have G2 and no road test booked Have G2 and have a road test booked on (dd/mm/yyyy):</p>	<p>Yes No Yes No</p>

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10.	All new hires, once a job offer has been accepted, must obtain and provide us with a copy of a successful Driver's Abstract . There is a fee for this at Service Ontario. The cost of obtaining the abstract is your responsibility. Are you opposed to producing a Driver's Abstract?	Yes No
11.	Per the position, you would be expected to be able to pick up additional shifts should a co-worker become sick or request a day off. Are you available for call ins?	Yes No
12.	In our services you would also be expected to be able to work alone from time to time once training is completed. Would you be able to work alone?	Yes No
13.	Shifts could be scheduled during the day, evening or night (sleep shift), on the weekends and/or on holidays. Scheduled shifts could be 1 hour in length for a team meeting or up to 13 hours in length. Are you available to work that type of a flexible schedule?	Yes No
14.	In our agency staff are expected to work sleep shifts in the 24-hour programs. An example of a sleep shift would be a 7 pm start and a 9 am finish time the following day. Are you able to work sleep shifts?	Yes No
15.	<p>Days and hours available to work:</p> <p>Monday FROM: TO:</p> <p>Tuesday FROM: TO:</p> <p>Wednesday FROM: TO:</p> <p>Thursday FROM: TO:</p> <p>Friday FROM: TO:</p> <p>Saturday FROM: TO:</p> <p>Sunday FROM: TO:</p> <p>Additional Notes:</p>	
16.	<p><u>Payment of Sleep Shift Example:</u></p> <p>A sleep shift starts at 7:00 p.m. and ends at 9:00 a.m. the following day. For remuneration purposes employees are paid a flat rate of 6 hours during that time as they are sleeping; however, if staff are required to provide supports between the hours of 12:00 a.m. and 6:00 a.m. they are compensated for their time. Additionally, a \$50.00 premium is paid for all sleep shifts. Are you opposed to this sleep payment?</p>	Yes No

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17.	The physical demands/ergonomic assessments for the position(s) lists the essential duties to include: assisting the individuals who live in the home with their grocery shopping, driving an agency vehicle, laundry, cooking, cleaning, providing personal hygiene care for an adult male and/or female and intervening with any individual who is experiencing challenging circumstances. Also in some locations you would be required to participate in a swim program with people supported by the agency at a local pool. Are you able to perform the essential duties?	Yes No
18.	<p>All new hires must have a successful Vulnerable Sector Police Clearance in order to be able to work alone with anyone supported in our agency. If you have had one completed within the past six months, it will be accepted as long as it has the official police force Corporate Seal on it. Have you had one within the past six months?</p> <p>If no, remember that if offered a position within our agency, a successful Vulnerable Sector Police Clearance will be required. There is a \$50.00 fee for this at the police station. The cost of this is your responsibility.</p> <p>Are you opposed to producing a new Vulnerable Sector Police Clearance?</p>	Yes No
19.	All new hires once a job offer has been accepted must obtain a successful medical from their doctor as well. Are you opposed to completing the medical form we provide you?	Yes No
20.	<p>If we wanted to set up a panel interview with you, would you be able to have a ZOOM interview with our interviewing team?</p> <p>If no, please tell us another platform that would work for you to conduct a virtual interview.</p>	Yes No

Preliminary Interview Completed By:
Signature: