

WEB-CO CUSTOM INDUSTRIES, INC.

P.O. Box 486 / 948 S. Prairie Lane
Marshfield, MO 65706
417-468-5890 / 417-468-5892 (fax)

Certified Employee Application

Name: _____ Date of birth: _____

Address: _____

Home phone: _____ Cell phone: _____

E-mail: _____ Social Security number: _____

Legal guardian: _____

Residential status: Independent Family Residential facility Group home

Name of facility: _____

Nature of your disability: _____

You must have a documented disability that prohibits you from obtaining & maintaining employment in the competitive work force.

Medications: _____

Years of school completed: _____ Where: _____

Work experience (including any volunteer work): _____

Dates employed: _____

How did you hear about the Workshop? _____

Have you ever worked in a Sheltered Workshop in the state of Missouri before? _____

If yes, which one: _____

Why did you leave? _____

Are you applying for full- or part-time work? _____

Do you have any relatives who work here? _____ If so, who? _____

Are you on SSI? _____ SSDI? _____

Will you need transportation to work? _____

Have you ever been convicted of a felony? _____ When/where? _____

If yes, please explain: _____

Do you use any regional supports (e.g., Burrell, the Arc, etc.)? _____

Do you have a service coordinator or case manager? _____ If so, who? _____

References

- 1. Name: _____ Phone: _____ Relation to you: _____
- 2. Name: _____ Phone: _____ Relation to you: _____
- 3. Name: _____ Phone: _____ Relation to you: _____

I certify that to the best of my knowledge and belief the answers given by me in this application are correct and complete. I understand that any false information contained in this application is cause for dismissal. I authorize you to communicate with all my former employers, school officials, and persons named as references and release them from any liability for any damage whatsoever from giving such information.

Signature: _____

Date: _____

Parent/guardian signature (if applicable): _____

Equal Opportunity Employer. We abide by all federal and state laws prohibiting employment discrimination on the basis of a person's race, color, creed, national origin, religion, age, sex, marital status, or disability.

DOCUMENTS NEEDED for the WEB-CO HIRING PROCESS

1. **Copy of Guardianship papers** (if applicable).
2. **Document of Disability.** One of the following documents on letterhead with the provider's signature:

- Report from the Regional Center, including the "Client Profile" sheet
- OR** Psychiatric / Psychological History & Evaluation including diagnosis
- OR** Medical History and Physical including medical diagnosis of disability
- OR** Vocational Rehabilitation certification and supporting documents
- OR** A very thorough IEP from a school district

The note needs to state specifically what your disability is, exactly how that limits you to the point of not being capable of competitive employment, and why, therefore, you are suited for employment at a Sheltered Workshop.

3. **Copy of most recent Social Security award letter.** Indicating SSI/SSDI amount received monthly and any earning limitations (if applicable).
4. **Two forms of ID.** A birth certificate or Social Security Card / US Citizen ID card **and** a driver's license / non-driver's ID card or School ID w/ photo (see I-9 List of Acceptable Documents).

All Web-Co employees must be certified by the State of Missouri to be disabled prior to working at our facility. The certification process requires a review of pertinent documents such as those listed above by appointed Missouri State personnel. The documents requested above not used to establish certification are required for Web-Co's hiring process.

Contact:

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Human Resources Director
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