



*Providing individualized services and supports for persons with intellectual and developmental disabilities*

Commitment to its program has made Langton Green, Inc. one of Maryland's best service agencies. Your application is important to us, as is protection of your private information.

Intellectually disabled adults can lead full and healthy lives. Direct Support Professionals assist them with personal, medical, nutritional, and recreational needs, community integration, organization and goals, personal safety, and more. Some clients need a great deal of assistance; others are more independent.

How will a new employee learn this important job? The training program is thorough and ongoing; education is crucial for success at Langton Green.

Do we provide benefits? Yes! After qualifying, full-time employees may access health, dental and vision insurance; paid life insurance, holidays, and annual, personal and sick leave; and a 401(k) plan. We offer sick & safe leave for part time employees.

Are you interested? Great! Fill out an application if you're at least 19 and have ► a valid driver license, ► a high school diploma or GED, and ► three years of verifiable work history.

Tell us about yourself; all information is important. Be thorough and sign/date where requested, then submit your application by ► mail or fax, ► or by email as a pdf file. Please note that unsigned/undated applications cannot be accepted.

Visit our website at [www.langtongreen.org](http://www.langtongreen.org) to learn more about us. We hope to hear from you soon.

**Please remove this page before submitting your application.**



3016 Arundel on the Bay Road  
Annapolis, MD 21403  
Fax 410-269-0297  
[HumanResources@langtongreen.org](mailto:HumanResources@langtongreen.org)



Submit this employment application to:

3016 Arundel on the Bay Road

Annapolis, MD 21403, or

Fax to 410-269-0297, or

Email as a pdf file to [HumanResources@langtongreen.org](mailto:HumanResources@langtongreen.org)

We understand your privacy concerns and will protect your information.

**Tell us about yourself.** What's your name and where do you live? How can we reach you? (Please make sure to fill out this section completely.)

*First (full given first name)	Nickname
	*Address
Middle	Apartment or Unit
	*City/State <span style="float: right;">*Zip Code</span>
*Last	*Cell phone <span style="float: right;">Home phone</span>
	*Email

How did you hear about job openings? Our website? Other internet source? Langton Green staff (name) \_\_\_\_\_

Are you related to or do you know a current or former Langton Green employee?

Name	Relationship
Name	Relationship
Name	Relationship

Do you drive?	Are you eligible to work in the United States?
Is your license currently valid?	
Which state issued your license?	Are you at least 19?

What current trainings do you hold? (Please select those applicable to you.)

CMT

MANDT

CPR

FIRST AID

Other \_\_\_\_\_

When can you start working? \_\_\_\_\_

May we contact your current employer? \_\_\_\_\_

What position are you applying for? (Please check each box if you are applying for both positions)  
 Direct Support Professional  or House Manager  other: Administration staff

What is your expected rate? \_\_\_\_\_

**What works for you?** These shifts are our most common but can vary.

<b>SHIFT AVAILABILITY</b>	
<b>Please check all that apply.</b>	
<input type="checkbox"/> Sat-Sun 7a-11p	<input type="checkbox"/> Awake Overnight Sun-Wed 11p-9a
<input type="checkbox"/> Sat-Sun 9a-9p	<input type="checkbox"/> Awake Overnight Thurs-Sat 11p-9a
<input type="checkbox"/> Mon-Fri 3p-9p	<input type="checkbox"/> Sublist (at least one 6-hour shift per month)
<input type="checkbox"/> Mon-Fri 3p-11p	

Would you be able to perform the essential functions of the positions chosen above, with or without reasonable accommodations? \_\_\_\_\_

Tell us about your **skills and accomplishments.**

From what high school did you graduate?	
City/State	When?

If you don't have a high school diploma, did you get your GED?	
Where?	When?

Did you attend college?	
Where/When?	Degree
Where/When?	Degree

What other education have you pursued? What skills have you developed?

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Now we'd like to hear about your **work experiences**. List as many as possible, and use the back of the sheet if needed. Start with your most recent employer, and work backwards from there.

1	Name	Supervisor
	City/State	Duties
	Phone	
	Position	
	When did you start?	
	When did you leave?                      Why?	

2	Name	Supervisor
	City/State	Duties
	Phone	
	Position	
	When did you start?	
	When did you leave?                      Why?	

3	Name	Supervisor
	City/State	Duties
	Phone	
	Position	
	When did you start?	
	When did you leave?                      Why?	

4	Name	Supervisor
	City/State	Duties
	Phone	
	Position	
	When did you start?	
	When did you leave?                      Why?	

**Tell us your thoughts.** Why is it important to you to work with intellectually and developmentally disabled adults?

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**Are you involved?** Do you volunteer in your community? What is the value of contributing to your community? What kind of volunteer activities have you participated in?

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**In your own words,** explain a Direct Support Professional's role and importance to our agency.

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Are there past positions from which you were dismissed or asked to resign, or a position you resigned from to avoid being dismissed?  Yes  No If yes, explain:

We'll need at least three personal and/or professional references (but not family members). They should be people who have good insight into your skills, character, and abilities. Please provide, at the very least, a phone number and their first and last names.

Name	Address	Phone

**The following two questions is intended only for those applicants interested in the House Manager position.**

Do you have any supervisory experience? Yes  No

Please list the position, location and amount of years you held that position?

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## Applicant's Statement

### Initial

\_\_\_\_\_ Under Maryland law, it is a misdemeanor offense for any employer to require an employee to take a lie detector test as a condition of employment.

\_\_\_\_\_ Langton Green, Inc. does not discriminate in hiring on the basis of color, religion, national origin, sex, age, marital status, pregnancy, sexual orientation, genetic information, disability, or any other characteristic protected by law.

\_\_\_\_\_ I have read the statements of this application and also certify that the information presented herein is complete and accurate.  
I further understand that withholding information or presenting false information on this application or during an interview will constitute grounds for immediate rejection of the application, or withdrawal of offer of employment if made, or termination from employment if hired.

\_\_\_\_\_ I hereby give Langton Green, Inc. permission to verify any and all references listed herein, and to obtain verification from previous employers of employment dates, reasons for separation, results of performance evaluations, and any other information relevant to verification of performance.

\_\_\_\_\_ I hereby give Langton Green, Inc. permission to obtain criminal background and driving history reports after I have accepted an offer of employment, and to be enrolled in Maryland Vehicle Administration driver history monitoring at any time after hire.

\_\_\_\_\_ I hereby agree, when requested, to participate in drug and/or alcohol testing at facility designated by Langton Green, Inc.

I CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE STATEMENTS ABOVE AND THAT ALL INFORMATION PRESENTED IN THIS APPLICATION IS COMPLETE AND ACCURATE.

Date \_\_\_\_\_ Signature \_\_\_\_\_