



CONDITIONS FOR EMPLOYMENT

EMPLOYMENT APPLICATION

All applicants for employment at John Tracy Center must fill in an Employment Application form at the time of their first interview. Depending on the position, each applicant must submit appropriate credentials and degrees at the time of employment.

LIVE SCAN

John Tracy Center requires that all applicants for employment submit two sets of fingerprints, one to the Department of Justice (DOJ) and another one to the Department of Social Services (DSS). The DOJ and DSS fingerprint process fees are established by each agency and are subject to change, however the DSS fee is fully covered by JTC. See attached for instructions and forms.

HEALTH SCREENING REPORT

Each applicant for employment at John Tracy Center should demonstrate that their health condition allows them to perform the type of work required. This health appraisal is to be completed by or under the direction of a physician not more than a year prior to employment or within seven (7) days after employment.

In order to fulfil such requirement each employee must submit the Health Screening report form mandated by the State of California Health and Human Services Agency.

TB test

Minimum state regulations require TB screening once every four (4) years. This test should be submitted before hire date and can be included in the Health Screening report or as a separate report. If you tested positive after the two (2) days of initial skin test, then you will be required to have a chest X-ray to rule out the presence of tuberculosis.

Immunizations

Certain vaccination records must be provided by your health care physician and turn in before hire date. Please contact cvanin@jtc.org for more information.

CRIMINAL RECORD STATEMENT

Each applicant for employment at John Tracy Center is required to fill in the Criminal Record Statement form mandated by the State of California Health and Human Services Agency prior to their hire date to disclose any conviction for criminal offenses.

CHILD ABUSE PROGRAM

John Tracy Center has a strict Child Abuse prevention policy. All applicants must sign the Child Abuse Prevention Program form every year. This is to ensure that all staff, volunteers and community members engaged in programs and activities with John Tracy Center are aware of practices put in place to protect children.

INJURY AND ILLNESS PREVENTION PROGRAM

All applicants must receive, read and sign acknowledgement of the Injury and Illness Prevention Program packet when hired at John Tracy Center. It is the policy of our organization to provide a safe and healthful workplace. Every employee is responsible for the safety of himself/herself as well as others in the workplace. To achieve this goal everyone must always be safety conscious.

CPR & SEXUAL HARASSMENT TRAINING

CPR and Sexual Harassment training certifications are mandated every two years. The class can be taken onsite or online to receive a CPR and AED certification card or the corresponding certificate of completion