

NICIL

Northwestern Illinois
Center for Independent Living

Dear Applicant:

The privilege and honor to serve people with disabilities is important and we are greatly pleased you want to join us in this service. We want you to enjoy the experience you will have with our customers. Here are a few things that you will need to know:

About you! Here is what you will need to do to begin the process of becoming a PA on the NICIL Registry:

- Must successfully pass our criminal background check
- Must be at least 18 years of age
- Valid Illinois Driver's license or State of Illinois valid ID
- Must have a working phone number
- Must have reliable transportation
- Must be dependable and responsible
- Must complete and sign the attached application
- Must pay \$15.00 for background check fee (no refunds)*
- Must attend our PA Orientation training course

About your customer! Here is a short list of tasks you may need to perform (list is not everything!):

- Personal hygiene (such as bathing/grooming, etc.) for your customer
- Bowel and bladder programs
- Transferring
- Cooking/Cleaning/Laundry
- Shopping/Dr. Appointments/Paying Bills/other out-of-home chores

Remember this is just an example of tasks. The Service Plan may list more tasks. (More on Service Plans at Orientation)

What's next?

Once you have given NICIL a completed PA application and passed the background check, you will be invited to our next PA Orientation class. You **MUST RSVP** by the due date in your invitation letter.

Once you have successfully completed the training course, you will be placed into the Personal Assistant (PA) registry. Your name will be given to a customer who is matched with your skill set. Filling out this application and completing the training course does not guarantee that you will be hired by a consumer who has been sent the Registry list. NICIL is only a referral source and not the actual employer. Your customer (the consumer) is encouraged to complete their own criminal background checks on new PA's they hire for the position.

If any information the applicant has given is false or misleading, said individual will be removed from the referral list. If the applicant fails to keep NICIL informed as to ANY and ALL phone number changes and/or address changes, said individual will be removed from the referral list. Non-compliance of monthly Registry updates will warrant removal from the NICIL Registry list. If said individual does not act in a respectful, responsible and courteous manner to staff and/or to the PA

consumer (your employer), that individual will be permanently removed from the NICIL referral list. Continuous complaints from the NICIL PA consumers will also result in permanent removal from the PA Registry.

Final note! Once you are on our PA Registry list, you are obligated to participate in monthly Registry check-ins/updates with the NICIL team within five (5) business days of contact. A variety of ways to update will be given to you at the training or go online to our website at www.nicil.org to the Services tab and then onto the Personal Assistance page.

What you need to know now

To participate in the Personal Assistance program as a Personal Assistant (PA) your responsibilities are:

- Submit a completed application to NICIL (see below)
- Successfully pass a background check (NICIL takes care of getting the check done)
- Be invited to the next PA Orientation training
- Successfully complete PA Orientation

The specific details of the process are listed below, but if you have questions, please contact the NICIL office PRIOR to the PA Orientation to prevent any miscommunications.

An application is complete **only** when:

- A NICIL PA Application is complete and received at NICIL
- \$15.00 fee (check, money order or cash) accompanies the completed application
- NICIL receives a color copy (front and back) of a valid and current identification. Acceptable forms of identification must be current and valid:
 - Photo ID:
 - State of Illinois Driver's License or
 - State ID Card
 - Current passport

Any applications that are not completed will be returned to the individual and the process will need to be completed before proceeding on. Delays with incomplete applications or missing items will delay your invitation to the next training course.

Once processed and a successful background check is completed, applicants will be invited to the next training course. You will be sent a letter with a RSVP deadline. Please be sure that you meet that deadline as once it has passed, you will have to wait for the next training course. Class will be cancelled if there are less than two (2) attendees. Your letter will also include a list of what to bring to class and the class start time. This is a six (6) hour training course and you will need to plan accordingly to complete the course.

There will be a 30 minute lunch break. You may leave for lunch or you may bring your lunch. Class begins on time and ends on time. Late arrivals will not be permitted to join the training class once it begins, that includes late arrivals returning from breaks or lunch. There is a three (3) hour free parking available in the public parking lot behind the NICIL office (Sterling location only).

NICIL holds PA classes approximately every six weeks (July, December and January are excluded). If you are unable to attend a class please contact us immediately at 815-625-7860. Applicants who do not show up for their invited class will need to re-apply for the program.

We wish you the most success in this new adventure! We are here to answer your questions and to help our customers live independently.

Let's work together to make a difference! Here's our contact information:
Northwestern Illinois Center for Independent Living (NICIL)
412 Locust St.
Sterling, IL 61081

Or

NICIL
PO Box 976
Sterling, IL 61081

*Background checks are conducted through the Illinois State Police (ISP) via their independent process. Once submitted by NICIL (within 72 business hours of receipt at our office) to the ISP we wait for their response to the background check. This may take time so please allow at least 10 days prior to the start of the next training class for the return background check. If the background check is not received by the ISP five (5) days prior to the next class the applicant will be invited to the next training class.

Applicant Information
Please print all information with blue or black ink

Today's Date: _____ Email address: _____

Full Name _____

Address _____

City _____ Zip _____ County _____

Primary Phone _____ Alternative Phone _____

DOB _____ Age _____ Gender: ___M___F Smoker? ___Y___N

Do you currently have a valid driver's license? ___Y___N Social Security Number: _____

Employment History

(Please print or you may attach a resume)

1. Employer _____
Address _____
City _____ State _____ Zip _____ Ph. # _____
Title/Duties _____
From _____ To _____ Supervisor _____ Reason for leaving _____

2. Employer _____
Address _____
City _____ State _____ Zip _____ Ph. # _____
Title/Duties _____
From _____ To _____ Supervisor _____ Reason for leaving _____

3. Employer _____
Address _____
City _____ State _____ Zip _____ Ph. # _____
Title/Duties _____
From _____ To _____ Supervisor _____ Reason for leaving _____

NICIL does not discriminate with regard to race, color, religion, creed, gender, national origin, age, disability, marital/veteran status or any other legally protected status.

The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer?

Yes No

With my signature below , I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.

Please print your name

Signature

Date

Please return your completed application and payment of \$15.00* for the background check to our office at:

Northwestern Illinois Center for Independent Living (NICIL)
412 Locust St.
Sterling, IL 61081
815-625-7860

Or

NICIL
PO Box 976
Sterling, IL 61081

Please visit our website at: www.nicil.org for a schedule of our upcoming Personal Assistance (PA) classes. NICIL is growing and changing! Join us in our upcoming events and see why we are excited about NICIL!

Please note: Classes will only be held with three (3) or more confirmed attendees. Please RSVP upon receipt of your class invitation by the deadline date to ensure the class will be conducted.

*Acceptable payment methods: NICIL accepts valid checks or legal tender cash payment. Please have correct change. NICIL does not always have change on hand. We do accept personal checks however; it must clear the banking institutions before we can process your request. A penalty will be charged for all returned checks of up to \$50 to cover service fees and processing fees.

Background Check

Background checks will be conducted on all potential Personal Assistant workers (PA), prior to being offered an invitation to our training class. The release for the background check will be included in the PA application process. The background checks will be conducted through the Illinois State Police via their independent process. Results of the check will determine if the offer of participation will be given to the potential PA applicant. Felony convictions, misdemeanor convictions or pending legal action will not warrant an opportunity to apply.

Please Print

First name: _____ Middle Initial: _____

Last name: _____

Date of Birth: _____ Sex: _____ (M=Male, F=Female)

Race: _____ (A=Asian/Pacific Islander, B=Black, I=Indian/Alaskan Native, U=Unknown, W=White and includes Latino/Hispanic)

Driver's License Number: _____ SSN# _____

Signature

Date

A copy of the response from the background check is available to each applicant upon his/her request. Any inaccuracies on the background check are the responsibility of the applicant. The applicant has seven (7) days from receipt of the background check results at NICIL to contact the Illinois State Police for corrections.

The fee for the background check is \$15.00 and is non-refundable regardless of the outcome.* Background checks are performed prior to the acceptance into the PA program. You will be notified of acceptance or denial into the program. If you have further questions regarding this policy, please contact our Executive Director, Michele Miller at 815-625-7860 or via email at: michele@nicil.org

Form of identification (select one that is not expired):

- Social Security Card
- Voter Id
- Birth Certificate
- Employment photo ID badge

IN-OFFICE USE: {Two Photocopies of any Identification given}

Driver License Social Security Card Voter ID Employment Photo

*Acceptable payment methods: NICIL accepts valid checks or legal tender cash payment. We do accept personal checks however; it must clear the banking institutions before we can process your request. A penalty will be charged for all returned checks of up to \$50 to cover service fees and processing fees.