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A life of possibilities for people with intellectual disabilities.

A Member of Lutheran Services in America

*Thank you for your interest in employment at Mosaic.*

**EMPLOYMENT ELIGIBILITY: The following are requirements that candidates must meet to be eligible for employment at Mosaic in Delaware:**

1. Mosaic is a drug and alcohol free workplace and a post offer, pre-employment drug test is conducted on new employees.
2. Most positions require driving and all drivers must meet Mosaic's driving eligibility criteria. (Please refer to job description for position which you are applying). Mosaic's driving eligibility criteria includes the following:
  - An employee must have a current, valid driver’s license, and a copy must be provided for his or her employee file..
  - An employee must meet MVR (Motor Vehicle Record) standards established by Mosaic and Mosaic's auto insurer.
1. **You must have a high school diploma or GED.** You must be able to provide a copy of education degree/diploma/certificates.
2. You must provide proof of authorization to work in the US, for the Federal I-9 form verification. You must also provide documentation of your Social Security number for payroll verification. (i.e. through a Social Security Card or Government issued document showing Social Security Number).
3. For any Direct Support position, you must be able to pass required training and successfully complete the State’s approved Medication Assistance course for continued employment.
4. Some positions require lifting up to 75 pounds. Please refer to the job description for requirements for the position which you are applying.
5. If employment is offered, a criminal background check is required. If you have not been fingerprinted for this industry within the past 5 years, you will be directed to the State Police Identification Unit prior to your first day of employment. Fingerprints are scheduled in Newark, Delaware one day a week and in Dover, Delaware 5 days a week. **Employment offers at Mosaic are contingent upon the results of all criminal background checks.**
6. Based on the position that you are applying, you may be required to undergo a physical examination which includes a functions test and PPD and/or Chest X/ray, after which you must be deemed medically acceptable for employment. If you have current PPD/Xray paperwork you will be required to produce these documents on your first day of employment and at the time of physical. Please refer to the Job Description for position for which you are applying for more details.
7. In order to comply with 19 Del. C. Subsection 708, all applicants must provide a list of their current or previous employers in the areas of health care or child care within the past five years. The purpose is to enable our agency to obtain “Service Letters” required by the State of Delaware.
8. If you are unable to meet the above criteria with or without accommodations, you may not be considered for employment.

I certify that I have read and understand these basic employment requirements at Mosaic Delaware.

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**