MOSAIC℠

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A life of possibilities for people with intellectual disabilities.

A Member of Lutheran Services in America

PLEASE READ AND SIGN PRIOR TO COMPLETING THE APPLICATION

TO: All Direct Support Position Applicants

FROM: Human Resources and Training Departments

1. **WORK SCHEDULES**
   Schedules are designed to meet the needs of the people we support in our programs. Consequently, the work schedules are not flexible. **While we understand that many employees attend school and have second jobs, we are not able to design or change schedules based on staff or applicant needs.**

2. **TRAINING**
   All new employees are required to attend mandatory training classes during the first 10 days of employment. This training will generally occur as follows (schedule may vary depending on the month in which the new employee is starting):

Monday	*Tuesday*	*Wednesday*	*Thursday*	*Friday*
				Day One 9:30am -5:00pm
Day Two * 9:30am -5:00pm	Day Three * 9:30am- 4:30pm	Day Four* 9:30am- 4:30pm	Day Five* 9:30am -4:30pm	Day Six* 9:30 am-4:30 pm
Day Seven 9:30am- 4:30pm	Day Eight 9:30am- 4:30pm	Day Nine 9:30am- 4:30pm	Day Ten 9:30 am-4:30p pm	

*½ hr lunch break

New hire training classes always begin on a Friday. This is mandatory training. If you are unable to meet the above criteria, you may not be considered for employment. **Failure to attend any portion of this training will result in termination of employment.**

In addition to new hire training classes you must be available to attend other training classes during your first year of employment and annual re-certification classes thereafter. Failure to maintain training compliance will result in termination of your employment.

I certify that I have read and understand these basic requirements regarding Schedules and Training at Mosaic Delaware.

_____ _____ _____

PRINT NAME SIGNATURE DATE