

Autism Services

Dear Applicant,

Thank you for applying with Autism Services of Mecklenburg County, Inc. (ASMC)! We are very excited about the excellent supports we offer to individuals with disabilities and glad you are expressing interest in joining us.

All applicants must meet certain minimum requirements to become a part of our organization. It is important that you understand the requirements for the position and agree to participate fully in the screening, hiring, and training process should you be offered employment. Please read this letter carefully, sign, and date it before you complete the Application.

Applicants must meet certain minimum requirements to be eligible for employment with this agency. These minimum requirements include:

1. a driver's license valid for use in NC (residents of NC who are not full-time students or active members of the armed forces must have a NC Driver's License)
2. an acceptable driving record
3. a high school diploma or equivalent (the minimum requirement for most positions)
4. proof of eligibility for employment in the USA

Meeting these requirements does not mean that you will be employed, only that you meet the minimum requirements to work for this agency. All offers of employment are made by the Executive Director or his designee and are based on the input of supervisory and human resources staff. If you are extended an offer of employment, it will be contingent on the successful completion of:

1. a criminal records check from the states in which you have lived or worked in the past 7 years
2. a drug screen test with negative results
3. a medical screening and Tb test to ensure the absence of communicable disease

Once you are employed you will be required to participate in orientation training. This training will require a significant commitment of time. The dates and times of the training will be covered in detail during the interview.

ASMC will contact prospective candidates concerning interviews. If an applicant is not chosen for a position, they will be notified. Please **do not call** to check on your application. Our process takes time, and you will be notified of your status.

I hereby acknowledge that I have read and understand the hiring/qualification process.

Signed: _____ Date: _____