



Illinois Valley Center for Independent Living

## Statement of Understanding

IVCIL is seeking only serious applicants with a desire to be dependable and professional.

**Requirements** to be placed on the IVCIL Personal Assistant Referral Registry:

- Have no criminal history (will be verified)
- Attend scheduled, unpaid 4-hour orientation on time
- Have telephone with voicemail
- Have viable transportation



**Read and initial each statement. No application will be accepted without this form attached.**

- I understand that Illinois Valley Center for Independent Living (IVCIL) is NOT the employer; IVCIL is a referral agency. \_\_\_\_\_
- I understand that successful completion of the registry process merely allows my name to be added to a referral registry. \_\_\_\_\_
- I understand that the registry process may take as long as 4 weeks. \_\_\_\_\_
- I understand that placement on the IVCIL referral registry does not guarantee employment. \_\_\_\_\_
- I understand that a \$10 processing fee must be paid at orientation and that it will be reimbursed to me upon successful completion of the registry process. \_\_\_\_\_
- I understand that I will forfeit the \$10 if I fail to meet the requirements listed at the top of this form. \_\_\_\_\_
- I have read the fraud awareness statement (p.6) carefully. \_\_\_\_\_

By initialing each statement, I am indicating that I have read, understand, and agree to each.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date