



Consumer Directed Personal Assistant Services: Application Instructions

- Please complete the application in full and include addresses.
- Be sure to include the name of the company or person, and the complete address of all former employers that you list. These are required for reference check.
- Please note that if you are collecting benefits from other sources, such as Unemployment Insurance and/or Department of Social Services and/or disability and/or others, and you complete this application process with us AND THEN do not accept work when you are called to work, AIM will report you to the benefit carrier so that your benefits are investigated and, hopefully, ceased. AIM does this because a) AIM works to be good citizens and wants to hire people who are the same; and b) it is costly to register you into the AIM system, and AIM has zero tolerance for those who waste AIM resources and are not serious about working. Therefore, let your conscience be your guide before filing this application.
- You must also complete the Background Authorization Form in order for AIM to accept your application.
- Mail your completed application and Background Authorization Form to AIM at the address below, your Background Authorization Form will be entered into the system to be processed.
- If the background check is clear, AIM will call you to have you set up a Physical and TB Test, which are required for employment. AIM will pay for the Physical and TB test at one of our approved locations.
- If you were born after 1957, you will also be required to provide a copy of your MMR (measles, mumps, and rubella) shot records.
- After you have made your appointment for your Physical and TB Test, contact AIM to schedule your orientation.
- You must have your Physical, your TB test completed, your MMR record and your orientation and payroll paperwork completed before you begin work.

AIM Independent Living Center
Attn: Pat Myers
271 East First Street
Corning, NY 14830