



Hiring Process

The information outlined below indicates the process a Resident Offender Support Staff applicant must go through to be hired.

Resume – You may submit a resume through the internet via our website contact form.

Criminal History Check – An applicant must provide criminal history information and pass a criminal history check prior to consideration for employment. Falsification of information will result in elimination from consideration for hire. An individual who has been convicted of a felony or domestic violence cannot be hired. Consideration cannot be given to an applicant who is on misdemeanor probation, has outstanding warrants, or has a controlled substance (drug) related conviction in any jurisdiction, including drug-related military discharges. In addition, an applicant who has been convicted of any other misdemeanor shall not be eligible for employment until one year after satisfactory completion of any sentence imposed, including payment of fines and probation.

Drug Screening – An applicant must submit to a drug screen prior to consideration for employment.

Employment History – An applicant is required to provide a pre-employment application.

Interview – Lenawee Development Corporation will contact an applicant by phone to set a scheduled date and time for a structured interview. Interviews will be conducted by the Program Director, Assistant Program Director, or both. There are two stages to the interview process. The Employer Reference Form must be completed and brought to the first interview which will enable Lenawee Development Corporation to verify employment history.

Training – Lenawee Development Corporation will provide new hires a minimum of 16 hours of formal or supervised on the job training with senior employees, including documented review of company policies and procedures before they will be given an independent assignment. The company may at its sole discretion make exceptions to the minimum training for new hires that have prior work experience in similar positions.

**YOUR APPLICATION FOR ANY POSITION DOES NOT GUARANTEE YOU WILL BE CONTACTED BY
LENAWEE DEVELOPMENT CORPORATION FOR FURTHER CONSIDERATION. ONLY THOSE APPLICANTS
INTERVIEWED WILL BE NOTIFIED OF THE RESULTS.**

Any questions regarding this process should be directed to Lenawee Development Corporation, Program Director, 227 N. Winter St., Suite 100, Adrian, MI 49221, Phone 517.266.0250.

Lenawee Development Corporation is an Equal Opportunity Employer.