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## INSTRUCTIONS FOR APPLICATION

Magic Valley Rehabilitation Services, Inc. accepts applications for open positions only. Please read and follow the application instructions outlined below. Failure to do so may prevent your application from being considered for the open position.

Open and review the Job Description document. If you meet the minimum qualifications to apply for the position PRINT the first page of the document, sign and date it, and proceed with the application process.

Open the MVR'S Job Application document and PRINT it. Please complete all pages legibly in blue or black ink. If you need additional employer sections, please attach additional pages. Page 5 is an optional form we request you fill out for Equal Employment Opportunity record keeping purposes. Be sure to read the notices printed on page 4 of the application, then sign and date your application.

Also available on the website is a link to the Department of Health and Welfare Criminal History and Background Check brochure. All persons employed by Magic Valley Rehabilitation Services, Inc. are required to pass a background check conducted through the Idaho Department of Health and Welfare, as well as a background check through the Idaho Department of Law Enforcement. Please review the brochure for information regarding the background check. Please be aware that should you have been convicted or received a withheld judgement for one of the Disqualifying Offenses or Disqualifying Five -Year Offenses, you will not be eligible for employment at Magic Valley Rehabilitation Services, Inc. Applicants are not required to provide documentation of past background checks, nor complete a background check before being offered a position at Magic Valley Rehabilitation Services, Inc. Should you be hired for a position, the background check process will be discussed with you at orientation.

Return your signed and dated Job Description and signed and dated Application to Magic Valley Rehabilitation Services 1) In Person, 2) By Mail, 3) By Fax, or 4) via email to: bakins@mvrehab.org. You may include your resume with your application.

If you have any questions about the open positions or application process, please contact Brendi Akins at (208) 734-4112.