Bartholomew County Youth Services Center
Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: _____ Date: _____
Position(s) applied for or type of work desired: _____
Address: _____
Telephone Number: _____ Social Security Number: _____
Type of employment desired: _____ Full-time _____ Part-time _____ Relief
Date you will be available to start work: _____
Do you have any commitments which might interfere with, or adversely affect your employment with our organization (I.E. school, second job, etc.)? _____ Yes _____ No
Do you have any objection to working overtime if necessary? _____ Yes _____ No
Can you travel if required by this position? _____ Yes _____ No
Have you ever been previously employed by our organization? _____ Yes _____ No
Can you submit proof of legal employment authorization and identity? _____ Yes _____ No
Are you at least 21 years of age? _____ Yes _____ No
Have you ever been arrested on a felony or misdemeanor charge? _____ Yes _____ No
If yes, please explain (an arrest record will not automatically bar employment): _____
_____
Drivers license number: _____
How were you referred to us? _____

Educational History

List school name and location, years completed, course of study, and any degrees earned:

High school: _____
College: _____
Technical Training: _____
Other: _____

Employment History

Please provide all employment information for your past four employers starting with the most recent.

Employer: _____ Position held: _____
Address: _____ Telephone Number: _____
Immediate supervisor and title: _____
Dates employed: From _____ To _____ Salary _____
Job summary: _____
Reason for leaving: _____

Bartholomew County Youth Services Center
Application for Employment
Page 2

Employment History continued

Employer: _____ Position held: _____
Address: _____ Telephone Number: _____
Immediate supervisor and title: _____
Dates employed: From _____ To _____ Salary _____
Job summary: _____
Reason for leaving: _____

Employer: _____ Position held: _____
Address: _____ Telephone Number: _____
Immediate supervisor and title: _____
Dates employed: From _____ To _____ Salary _____
Job summary: _____
Reason for leaving: _____

Employer: _____ Position held: _____
Address: _____ Telephone Number: _____
Immediate supervisor and title: _____
Dates employed: From _____ To _____ Salary _____
Job summary: _____
Reason for leaving: _____

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

_____
_____
_____
_____

References

List 3 references names, **day time** telephone numbers, and years known (do not include relatives):

Name: _____ Day Time Phone Number: _____ Years known: _____

Name: _____ Day Time Phone Number: _____ Years known: _____

Name: _____ Day Time Phone Number: _____ Years known: _____

Bartholomew County Youth Services Center
Application for Employment
Page 3

Please explain in the following lines why you are interested in the type of work you are applying for at the Bartholomew County Youth Services Center.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Please read and initial the following statements (applications will not be accepted if not completed):

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information. _____

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered. _____

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either the employer or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. _____

I understand it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons' need for a reasonable accommodation as required by the ADA. _____

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment. _____

I understand and accept that if I am hired, I am hired conditionally upon passing any medical and/or psychological examinations that the employer deems to be necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing. _____

I understand that the employer provides service on a seven day per week and twenty-four hour per day basis, therefore if employed by the Youth Services Center I may be required to work evening shifts or night shifts, including weekends. I also understand that a Criminal History Check will be run as a prerequisite to my employment and that I am required to pass a background check. _____

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions: _____ ***Date:*** _____