

Have you ever been arrested or convicted of a crime? Yes No
If yes, please provide details: _____

Have you **ever** been involved in a child abuse or neglect investigation? Yes No
If yes, please provide date, incident or reported reason and including the outcome:

DESIRED EMPLOYMENT

Position applying for: House Manager Residential Life Coach Tutor
Other Please explain: _____

Are you employed now? Yes No If so, may we contact your employer? _____

If hired, on what date will you be available to start?

Preferred Status: Full-time Part-time Substitute

Desired salary/ or hourly compensation: \$ _____

Place an X in the boxes below, indicating which days and shifts you are willing to work.

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overnights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have you ever applied at our agency before? _____ If so, when? _____

How did you hear about Charles Hall Youth & Family Services?

EDUCATION

<i>Educational Level</i>	<i>Name/Location of School</i>	<i>Years Completed</i>	<i>Did you graduate?</i>	<i>Subject Studied / Degree Received</i>
High School				
Junior College				
University				
Graduate School				
Trade, Business, Correspondence				

Licenses and certificates: _____

Additional training and special skills: _____

MILITARY

Were you in U.S. Armed Forces? Yes No If yes, what branch? _____

Dates of duty: From _____ To _____ Rank at discharge: _____

EMPLOYMENT HISTORY

Please start with your current or most recent employer and work your way backwards.

(1) Employer: _____

Address: _____

Dates of employment: From _____ To _____

Job Title: _____ Hours/Week: _____ Salary: \$ _____

Specific job duties: _____

Were you ever disciplined in this position (i.e., write-up or warning)? Yes No

Reason for Leaving: _____

Supervisor: _____ Phone number: _____

* * * * *

(2) Employer: _____

Address: _____

Dates of employment: From _____ To _____

Job Title: _____ Hours/Week: _____ Salary: \$ _____

Specific job duties: _____

Were you ever disciplined in this position (i.e., write-up or warning)? Yes No

Reason for Leaving: _____

Supervisor: _____ Phone number: _____

* * * * *

(3) Employer: _____

Address: _____

Dates of employment: From _____ To _____

Job Title: _____ Hours/Week: _____ Salary: \$ _____

Specific job duties: _____

Were you ever disciplined in this position (i.e., write-up or warning)? Yes No

Reason for Leaving: _____

Supervisor: _____ Phone number: _____

* * * * *

(4) Employer: _____

Address: _____

Dates of employment: From _____ To _____

Job Title: _____ Hours/Week: _____ Salary: \$ _____

Specific job duties: _____

Were you ever disciplined in this position (i.e., write-up or warning)? Yes No Reason for Leaving: _____

Supervisor: _____ Phone number: _____

* * * * *

(5) Employer: _____

Address: _____

Dates of employment: From _____ To _____

Job Title: _____ Hours/Week: _____ Salary: \$ _____

Specific job duties: _____

Were you ever disciplined in this position (i.e., write-up or warning)? Yes No Reason for Leaving: _____

Supervisor: _____ Phone number: _____

REFERENCES

List three professional references, other than relatives, who can accurately attest to your work abilities.

(1) Name: _____ Phone Number: _____

Occupation: _____ Employer: _____

Relationship to you: _____ Years acquainted: _____

Address: _____ City: _____ State: _____ Zip: _____

(2) Name: _____ Phone Number: _____

Occupation: _____ Employer: _____

Relationship to you: _____ Years acquainted: _____

Address: _____ City: _____ State: _____ Zip: _____

(3) Name: _____ Phone Number: _____

Occupation: _____ Employer: _____

Relationship to you: _____ Years acquainted: _____

Address: _____ City: _____ State: _____ Zip: _____

I hereby authorize a check of my background to determine if I am properly qualified for employment with Charles Hall Youth & Family Services. This check would include, but not be limited to: 1) personal references; 2) former employers; 3) Police and Sheriff's Departments; 4) Motor Vehicle Departments; and 5) Human Service agencies.

I release Charles Hall Youth & Family Services, my references, former employers, and the aforementioned agencies from any and all claims, liabilities and/or litigation arising from a background investigation.

I certify that all the information submitted by me on this application is true and complete. I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the agency's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, either at my or the agency's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the agency.

Signature

Date

