



## APPLICATION FOR EMPLOYMENT

Youth Haven, Inc. is an Equal Employment Opportunity Employer which makes employment decisions without regard to race, color, sex, religion, national origin, age, genetics, pregnancy, disability, or veteran status. The agency also reasonably accommodates individuals with disabilities and bona fide religious beliefs. Youth Haven, Inc. is a Drug-Free Workplace and participates in pre-employment and random drug testing.

**PLEASE PRINT AND COMPLETELY ANSWER ALL QUESTIONS REGARDLESS OF WHETHER A RESUME IS ATTACHED.**

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

### PERSONAL DATA

\_\_\_\_\_  
Last Name First Middle

\_\_\_\_\_  
Street Address City State Zip

\_\_\_\_\_  
Home Phone Number Cell Phone Number E-Mail address

Are you at least 18 years old? \_\_\_\_\_

If not, state your age for child labor law purposes only. \_\_\_\_\_

What days, shifts or hours are you available to work? \_\_\_\_\_

Will you be able to work overtime, if required? \_\_\_\_\_

When will you be able to start work? \_\_\_\_\_

Have you ever been convicted of any crime? \_\_\_\_\_  
(A conviction will not necessarily disqualify you)

If yes, explain and give dates: \_\_\_\_\_

Have you ever worked in a facility that has had a license denied, revoked, or suspended in any state or jurisdiction or has been the subject of a disciplinary action or been fined while employed there? \_\_\_\_\_

Can you, within 3 days after employment, submit documentation verifying that you are legally eligible to work in the United States? \_\_\_\_\_

Are you currently taking any unprescribed illegal drugs? \_\_\_\_\_

How did you learn of Youth Haven? \_\_\_\_\_

Have you ever applied or worked here before? \_\_\_\_\_

If yes, provide dates: \_\_\_\_\_

List any relatives or friends currently employed here: \_\_\_\_\_

**EMPLOYMENT HISTORY** – All full-time and part-time employment should be listed beginning with the most recent employer. We must conduct a two-year employment check. Be sure to complete all information. DO NOT state “see attached resume”.

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

State job titles and describe job duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

State job titles and describe job duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

State job titles and describe job duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

State job titles and describe job duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please explain any gaps in your employment history: \_\_\_\_\_

\_\_\_\_\_

List any work related skills or work experience you believe are relevant to the job applied for:

\_\_\_\_\_

\_\_\_\_\_

Have you ever been discharged or forced to resign? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Did you receive any disciplinary notices within the last 12 months of active employment? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Were you given a performance evaluation within the last 12 months of active employment? \_\_\_\_\_

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Have you signed any non-compete agreement with any other employer that would restrict you from working with this company? \_\_\_\_\_

If so, please explain: \_\_\_\_\_

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**EDUCATION:** (May or may not be considered depending on job applied for)

Did you complete High School and receive a diploma? \_\_\_\_\_ If not, did you receive a GED? \_\_\_\_\_

List any degrees received beyond High School and the institution granting the degree. Please provide a copy of your highest degree (transcripts or diploma).

Institution's Name:		City & state where institution is located:	
Degree Obtained:	Major:	Minor:	Graduation Date:

Institution's Name:		City & state where institution is located:	
Degree Obtained:	Major:	Minor:	Graduation Date:

Maiden name at graduation (if applicable): \_\_\_\_\_

List any professional licenses and/or certifications received beyond High School and the institution granting the license or certification. Please provide a copy of your current license and/or certification.

Institution's Name:	License or certification obtained & number (if applicable):
Date obtained:	Expiration Date:

Institution's Name:	License or certification obtained & number (if applicable):
Date obtained:	Expiration Date:

Describe any additional educational skills or training you believe are relevant to the job applied for:

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**PERSONAL REFERENCES:** (You MUST list 5 character / personal references)

Name	Address	Telephone #
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I understand that any misrepresentations, falsifications, or material omissions on this application will disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize and agree to cooperate in a thorough investigation of all statements made herein and other matters relating to my background and qualifications. I understand that any investigation conducted will include a request for employment and educational history, driving record and criminal history. I authorize any person, school, current and former employers, consumer reporting agency, and any other organization or agency to provide information relevant to such investigation, including past performance reviews, disciplinary notices received, and reason for termination, and I hereby release all persons and corporations requesting or supplying information pursuant to such investigation from all liability or responsibility to me for doing so.

I understand that compliance with Youth Haven’s Employee Manual is a condition of my employment.

I understand that I will be required to successfully pass a drug-screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of my employment, if required.

I understand and agree to conduct myself in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language, and behaviors of children and families who are clients of Youth Haven, to ensure the greatest likelihood of their maximum participation in the program(s).

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature, state and certify that all information provided herein is true and correct.

\_\_\_\_\_  
Applicant’s signature

\_\_\_\_\_  
Date