|  |  |
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| C:\Users\twoodard\Pictures\Saved Pictures\Twin-Cedars.jpg |  |
| Position applying for:       |
| Are you at least 21 years old? (Yes/No)       |
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##  APPLICATION FOR EMPLOYMENT

 It is the policy of Twin Cedars Youth Services, Inc., to provide opportunities without regard to race, color, religion, sex, national origin, age, or disability. No question on this application is asked for the purpose of limiting or excluding any applicant's consideration for employment because of his or her race, color, religion, sex, national origin, age, disability, or any other status protected by law.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |         |       |        |       |
|  |  (Last) (Last) | (Maiden) |  (First) |  (M.I.) |
| Social Security Number: |       |  Phone No. |       |       |
|  |  |  |  |  |
| Current Address: |       |        |       |       |
|  | (Street) |  |  (City) |  (State) (Zip) |

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Seeking Full Time Employment? |  |  |  |
| Seeking Part Time Employment? |  |  |  |
| Are You Available To Work Overtime? |       |       |  |
| Are You Available To Work Weekends? |       |       |  |
| Are You Available To Work Nights? |       |       |  |
| Are You Available To Perform On Call? |       |       |  |
| What Shifts Do You Prefer? ***√*** *Check All Applicable*  |      Day |       Evening |       Night |
| Date Available To Work: |       |       |  |
| Do You Have Steady Transportation? |       |       |  |
| Do You Have A Valid Driver’s License? |       |       | License Number: |       |
|  Driver’s License Issued In What State? |       |  |
| Other than minor traffic violations, have you ever been convicted of a crime, pled *nolo contendere,* had adjudica­tion withheld or prosecution deferred?  |       |       |  |
| Do you have any criminal charges currently pending?  |       |       |  |
| Have you ever been terminated or asked to resign in lieu of termination? |       |       |  |
|  If you answered yes to any of the last three questions, please explain:       |
| Are you related by blood or through marriage to a current Twin Cedars employee or to a Board of Directors' member?  |       |       |  |
|  If yes, please provide name and relationship:       |

 *Answering yes to these questions does not automatically bar you from consideration for employment.*

**TEN-YEAR PRIOR WORK RECORD (**Start with most recent or present employer)

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| --- | --- | --- |
| 1. | Company Name |       |
|  | Company Address |       |
|  | Company Telephone  |       |
|  | Immediate Supervisor |       | Starting Pay:      | Ending Pay:       |
|  | Job Title or Duties |       | Starting Date: | Ending Date: |
|  | Reason for Leaving |       |
|  | Reference Name  |       |
|  | Reference Telephone |       |
|  | What Did You Like About This Job? |       |
|  | What Did You Dislike About This Job? |       |

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| --- | --- | --- |
| 2. | Company Name |       |
|  | Company Address |       |
|  | Company Telephone  |       |
|  | Immediate Supervisor |       | Starting Pay:       | Ending Pay:       |
|  | Job Title or Duties |       | Starting Date:       | Ending Date:       |
|  | Reason for Leaving |       |
|  | Reference Name  |       |
|  | Reference Telephone |       |
|  | What Did You Like About This Job? |       |
|  | What Did You Dislike About This Job? |       |

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| --- | --- | --- |
| 3. | Company Name |       |
|  | Company Address |       |
|  | Company Telephone  |       |
|  | Immediate Supervisor |       | Starting Pay:       | Ending Pay:       |
|  | Job Title or Duties |       | Starting Date:       | Ending Date:       |
|  | Reason for Leaving |       |
|  | Reference Name  |       |
|  | Reference Telephone |       |
|  | What Did You Like About This Job? |       |
|  | What Did You Dislike About This Job? |       |

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| --- | --- | --- |
| 4. | Company Name |       |
|  | Company Address |       |
|  | Company Telephone  |       |
|  | Immediate Supervisor |       | Starting Pay:       | Ending Pay:       |
|  | Job Title or Duties |       | Starting Date:       | Ending Date:       |
|  | Reason for Leaving |       |
|  | Reference Name  |       |
|  | Reference Telephone |       |
|  | What Did You Like About This Job? |       |
|  | What Did You Dislike About This Job? |       |

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 EDUCATION INFORMATION

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| **SCHOOL** | **NAME OF SCHOOL** | **COURSE OF STUDY** | **GRADUATE?** |
|  |  |  | **YES** | **NO** |
| HIGH SCHOOL |       |       |       |       |
| TRADE/BUSINESS |       |       |       |       |
| COLLEGE |       |       |       |       |
| GRADUATE SCHOOL |       |       |       |       |

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| Describe Any Other Specialized or Professional Training:       |

 *A copy of all applicable licenses, certificates and diplomas, e.g.high school, college, etc., is required for employment at Twin Cedars Youth Services, Inc.*

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| SPECIAL SKILLS |  **√** Check All Applicable Skills That You Possess |
|  |       | Typing | WPM |       |
|  |       | Shorthand | WPM |       |
|  |       | Calculator |  |
|  |       | Word Processor (*Proficient in* - *List Software)* |       |
|  |       | Computer (*Proficient in* - *List Software)* |       |
| List Other Experience or Qualifications:       |

#### DECLARATION AND AGREEMENT

**READ THIS CAREFULLY!!!**

The facts set forth in this application for employment are true and complete. I understand that if employed, false statements on this application or during any interview may result in immediate dismissal. You are hereby authorized to make any investigation of my personal history, criminal record, and driving record through any law enforcement investigative agencies or bureaus of your choice. I hereby authorize my former employers as well as law enforcement agencies and investigative agencies or bureaus to release information to Twin Cedars Youth Services, Inc. (“Organization”), relating to any criminal record, driving record, work record, my work habits, or my performance while in their employ. I hereby release any persons or agencies providing such information from any liability for the release of this information. I also authorize Twin Cedars Youth Services, Inc. to provide truthful information concerning my employment to my future prospective employers and I agree to hold it harmless for providing such information.

I understand and agree that if employed, I may be required to submit to a blood test or urinalysis for alcohol or drug screens to the extent permitted by law, or to allow inspection of bags (including purses or brief cases) or parcels brought into or taken out of the Organization premises. I understand that refusal to submit to or failure to pass a blood test, urinalysis, or search when requested to do so may result in termination of my employment. Failure to pass criminal records checks, fingerprint checks, or driver's license checks may also result in immediate termination.

I understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment at any time with or without notice, and the Organization has the same right. No one other than the Executive Director of the Organization has authority to modify this relationship or make any agreement to the contrary. Any such modification or agreement must be in writing.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
|  |  |  |  |
| Witnessed By |  | Date |  |
|  |  |  |  |

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| I learned of Twin Cedars from the following sources: **√** Check All That Apply |
|  |       | TCYS Website |       | Job Fair (specify) |
|  |       | Internet Job Search |       | Career Day Event (specify) |
|  |       | Friend |       | Printed Ad (specify) |
|  |       | TCYS Board Member |       | Current TCYS Employee (specify) |
|  |       | Walk In |       | Other (specify) |

***For the safety of and positive role modeling for our Clients,***

***Twin Cedars Youth Services, Inc. is a drug-free and smoke-free environment.***

*NOTE: ALL APPLICANTS ARE SUBJECT TO BACKGROUND AND DRUG SCREENING*