



Bay Area Youth Services, Inc

Revised 1/19/07

Notice to Applicants and Employees
Screening tests for alcohol and illegal drug use will be required before hiring and during employment.

Application for Employment

(Please print legibly)

Position Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Referral Source: [ ] Advertisement [ ] Employee [ ] Walk-In [ ] Other: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_
Street City State Zip Code

Telephone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

In case of an emergency, whom should we contact?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Are you legally eligible for employment in this country?..... [ ] Yes [ ] No
(Proof of U.S. Citizenship or immigration status will be required upon employment)

Are you able to meet the attendance requirements for this position? ..... [ ] Yes [ ] No

Are you willing to work overtime if required?..... [ ] Yes [ ] No

Have you received any criminal charges, as a juvenile or adult, whether a misdemeanor or felony ..... [ ] Yes [ ] No
regardless of outcome?

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

Have you ever been bonded?..... [ ] Yes [ ] No

Date available for work: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of Employment: [ ] Full Time [ ] Part Time [ ] Temporary

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, or veteran status, or the presence of a non-job related condition or handicap.
No question is intended to secure information to be used for such discrimination.

Any offer of employment is subject to your ability to comply with INS regulations establishing your identity and right to work in the United States.

Any offer of employment is contingent upon criminal background screening, substance abuse screening, and other pre-application screening requirements.

## Employment History

(Begin with present or most recent position)

Employer:				
Address:				
Phone: (    )	<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
	Position Held:		Supervisor:	
Responsibilities:				
Dates Employed (MM/YYYY): (From)			(To)	
Reason for Leaving:				
Salary:		Last Name While Working:		

Employer:				
Address:				
Phone: (    )	<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
	Position Held:		Supervisor:	
Responsibilities:				
Dates Employed (MM/YYYY): (From)			(To)	
Reason for Leaving:				
Salary:		Last Name While Working:		

Employer:				
Address:				
Phone: (    )	<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
	Position Held:		Supervisor:	
Responsibilities:				
Dates Employed (MM/YYYY): (From)			(To)	
Reason for Leaving:				
Salary:		Last Name While Working:		

**IF CURRENTLY EMPLOYED, MAY WE CONTACT YOUR CURRENT EMPLOYER? Y / N**

**Skills and Qualifications:** (Summarize special skills and qualifications that may qualify you to work with our company)

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# Educational Background

(Please Begin with Last Institution Attended)

Institution Name:				
Address:				
	<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
Phone: (    )		Did Applicant Graduate? Y / N		
Dates Attended (MM/YYYY): (From)		(To)		
Degree Received:		Course of Study:		
Last Name While Attending:				

Institution Name:				
Address:				
	<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
Phone: (    )		Did Applicant Graduate? Y / N		
Dates Attended (MM/YYYY): (From)		(To)		
Degree Received:		Course of Study:		
Last Name While Attending:				

Institution Name:				
Address:				
	<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
Phone: (    )		Did Applicant Graduate? Y / N		
Dates Attended (MM/YYYY): (From)		(To)		
Degree Received:		Course of Study:		
Last Name While Attending:				

**Special Training or Skills:** (Language, Word Processing, Computer Skills, etc)

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**Special Accomplishments:** (Achievements, Publications, or Awards that exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status)

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**Additional Information:** (List any additional information you would like us to consider)

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## References

(Complete two professional references who are *not related* to you and are *not previous supervisors*. Also list two personal references that are *not related* to you)

### Professional References

Full Name:			
Address:			
Primary Phone: (    )	Street	City	State      Zip
Secondary Phone: (    )			
Relationship to Applicant:		Years Known:	

Full Name:			
Address:			
Primary Phone: (    )	Street	City	State      Zip
Secondary Phone: (    )			
Relationship to Applicant:		Years Known:	

### Personal References

Full Name:			
Address:			
Primary Phone: (    )	Street	City	State      Zip
Secondary Phone: (    )			
Relationship to Applicant:		Years Known:	

Full Name:			
Address:			
Primary Phone: (    )	Street	City	State      Zip
Secondary Phone: (    )			
Relationship to Applicant:		Years Known:	

# Agreement

(Please read carefully and sign)

*It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representation of the Employer has the authority to make any assurances to the contrary.*

*I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.*

*The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.*

*This application is current for only 60 days. At the conclusion of this time, if I have not heard from the Employer and still want to be considered for employment, it will be necessary to fill out a new application.*

Applicant Name (Printed): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_