

COMPREHENSIVE YOUTH SERVICES APPLICATION FOR EMPLOYMENT

PLEASE PRINT

TODAY'S DATE _____

NAME: _____

Last
First
Middle Initial

ADDRESS: _____

Number
Street
Apt. #

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____ EMAIL: _____

POSITION APPLYING FOR: _____

PLEASE INDICATE HOURS AND DAYS OF AVAILABILITY

Monday: _____ Tuesday _____
 Wednesday _____ Thursday _____
 Friday _____ Saturday _____ Sunday _____

Are you legally eligible to work in the U.S.? Yes No

Have you ever worked for CYS in the past? Yes No If so, when? _____

Have you ever been convicted of a felony? Yes No

If yes, explain. _____

EDUCATION (IF WORKING ON A DEGREE, PLEASE INDICATE THIS):

TYPE OF SCHOOL	NAME OF SCHOOL	CITY AND STATE	DEGREE AND MAJOR
HIGH SCHOOL			
COLLEGE			
COLLEGE			
TRADE OR VOCATIONAL			
OTHER			

HAVE YOU EVER SERVED IN THE MILITARY? NO YES IF YES, WHAT BRANCH? _____

WHAT SPECIAL TRAINING DID YOU RECEIVE? _____

EMPLOYMENT HISTORY (PLEASE LIST MOST RECENT FIRST):

COMPANY NAME & ADDRESS	
DATES OF EMPLOYMENT: FROM (MONTH/YR.): _____ TO (MONTH/YR.): _____	
ARE YOU CURRENTLY EMPLOYED HERE? YES NO	
LAST POSITION HELD:	
BASIC DUTIES INVOLVED WITH THIS POSITION:	
WHY DID YOU LEAVE THIS POSITION?	
NAME OF SUPERVISOR:	TITLE:

COMPANY NAME & ADDRESS	
DATES OF EMPLOYMENT: FROM (MONTH/YR.): _____ TO (MONTH/YR.): _____	
LAST POSITION HELD:	
BASIC DUTIES INVOLVED WITH THIS POSITION:	
WHY DID YOU LEAVE THIS POSITION?	
NAME OF SUPERVISOR:	TITLE:

COMPANY NAME & ADDRESS	
DATES OF EMPLOYMENT: FROM (MONTH/YR.): _____ TO (MONTH/YR.): _____	
LAST POSITION HELD:	
BASIC DUTIES INVOLVED WITH THIS POSITION:	
WHY DID YOU LEAVE THIS POSITION?	
NAME OF SUPERVISOR:	TITLE:

PLEASE LIST ANY OTHER WORK EXPERIENCE OR TRAINING THAT YOU FEEL RELATES TO THE POSITION APPLIED FOR:

REFERENCES CHECK FORM

Date: _____

Program Name: _____

Supervisor: _____

Name of Applicant: _____

Position: _____

Salary: _____

Name of Reference: _____
Relationship to Applicant: _____
Name of Organization: _____
Address: _____

Phone Number: _____
Email Address: _____
Applicant Position/Title: _____
Reference Remarks: _____

Supervisor Comments: _____

Dates of Attempted Contacts: _____
Date Reference Checked: _____
Recommended for Hire? Yes _____ No _____

Name of Reference: _____
Relationship to Applicant: _____
Name of Organization: _____
Address: _____

Phone Number: _____
Email Address: _____
Applicant Position/Title: _____
Reference Remarks: _____

Supervisor Comments: _____

Dates of Attempted Contacts: _____

Date Reference Checked: _____

Recommended for Hire? Yes _____ No _____

Name of Reference: _____

Relationship to Applicant: _____

Name of Organization: _____

Address: _____

Phone Number: _____

Email Address: _____

Applicant Position/Title: _____

Reference Remarks: _____

Supervisor Comments: _____

Dates of Attempted Contacts: _____

Date Reference Checked: _____

Recommended for Hire? Yes _____ No _____

DISCLAIMER & SIGNATURE

I certify that the information contained in this application is correct and to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, educations and qualifications for employment, I authorize you to request and receive such information.

I also authorize Comprehensive Youth Services to perform a complete background check. I understand that I must complete a pre-employment drug screening, in order to have further employment consideration.

In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

Signature: _____ Date: _____

Comprehensive Youth Service, Inc. will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability.