

**Bartholomew County Youth Services Center  
Application for Employment**

*We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.*

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

Position(s) applied for or type of work desired: \_\_\_\_\_

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

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

Type of employment desired: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Relief

Date you will be available to start work: \_\_\_\_\_

Do you have any commitments which might interfere with, or adversely affect your employment with our organization (I.E. school, second job, etc.)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any objection to working overtime if necessary? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you travel if required by this position? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been previously employed by our organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you submit proof of legal employment authorization and identity? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you at least 21 years of age? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been arrested on a felony or misdemeanor charge? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain (an arrest record will not automatically bar employment): \_\_\_\_\_

Drivers license number: \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

**Educational History**

List school name and location, years completed, course of study, and any degrees earned:

High school: \_\_\_\_\_

College: \_\_\_\_\_

Technical Training: \_\_\_\_\_

Other: \_\_\_\_\_

**Employment History**

Please provide all employment information for your past four employers starting with the most recent.

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

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

Immediate supervisor and title: \_\_\_\_\_

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Bartholomew County Youth Services Center**  
**Application for Employment**  
**Page 2**

**Employment History continued**

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_  
Dates employed: From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_  
Job summary: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_  
Dates employed: From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_  
Job summary: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_  
Dates employed: From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_  
Job summary: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**Other Skills and Qualifications**

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

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

**References**

List 3 references names, day time telephone numbers, and years known (do not include relatives):

Name: \_\_\_\_\_ Day Time Phone Number: \_\_\_\_\_ Years known: \_\_\_\_\_  
Name: \_\_\_\_\_ Day Time Phone Number: \_\_\_\_\_ Years known: \_\_\_\_\_  
Name: \_\_\_\_\_ Day Time Phone Number: \_\_\_\_\_ Years known: \_\_\_\_\_

**Bartholomew County Youth Services Center  
Application for Employment  
Page 3**

Please explain in the following lines why you are interested in the type of work you are applying for at the Bartholomew County Youth Services Center.

---

---

---

---

---

---

---

---

---

---

---

***Please read and initial the following statements (applications will not be accepted if not completed):***

*I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information. \_\_\_\_\_*

*I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered. \_\_\_\_\_*

*If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either the employer or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. \_\_\_\_\_*

*I understand it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons' need for a reasonable accommodation as required by the ADA. \_\_\_\_\_*

*I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment. \_\_\_\_\_*

*I understand and accept that if I am hired, I am hired conditionally upon passing any medical and/or psychological examinations that the employer deems to be necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing. \_\_\_\_\_*

*I understand that the employer provides service on a seven day per week and twenty-four hour per day basis, therefore if employed by the Youth Services Center I may be required to work evening shifts or night shifts, including weekends. I also understand that a Criminal History Check will be run as a prerequisite to my employment and that I am required to pass a background check. \_\_\_\_\_*

***I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions: \_\_\_\_\_ Date: \_\_\_\_\_***