

EDUCATION

SCHOOL	NAME AND LOCATION	# OF CREDITS EARNED	DEGREE EARNED	MAJOR
High School			YES NO	
Undergraduate College			YES NO	
Graduate/ Professional			YES NO	
Other			YES NO	
Official graduate and/or undergraduate transcripts confirming graduation will be required for employment				

EMPLOYMENT HISTORY

Begin with your most recent or current position. If you require additional space to provide information for the description of your responsibilities, your resume or an additional sheet may be attached to this application.

Employer	DATES EMPLOYED		RESPONSIBILITIES FOR THIS POSITION
	From	To	
Address			
Telephone Number(s)			
Job Title	HOURLY RATE/ SALARY		
	Starting	Final	
Supervisor			
Reason for Leaving			

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Supervisor			
Reason for Leaving			

COMMENTS: (Include an explanation for any gaps in employment)

ADDITIONAL EMPLOYMENT INFORMATION:

Other qualifications – Summarize special job-related skills and qualifications acquired from employment or other experience

CERTIFICATIONS, LICENSES, HONORS, ETC. (List only those that relate to the position for which you are applying and omit any that may disclose your race, creed, sex, religion, etc.)

REFERENCES – List three (3) references that are not relatives or employers listed previously.

Name	Business/Relationship	Phone Number
1		
2		
3		

Have you ever been convicted of a felony or misdemeanor (excluding minor traffic violations)? YES NO

(A criminal conviction will not absolutely bar you from employment; it will be considered in relation to specific job requirements)

If yes, please explain: _____

Have you ever been disciplined or discharged for absenteeism, tardiness, failure to notify your company when absent, or any other attendance-related reasons? YES NO

If yes, please explain: _____

Have you ever been disciplined or discharged for theft, unauthorized removal of company property, or related offenses? YES NO

If yes, please explain: _____

Have you ever been disciplined or discharged for fighting, assault or related offenses? YES NO
If yes, please explain:

Have you ever been disciplined or discharged for being under the influence of alcohol or drugs, or for possession, use or abuse of alcohol or drugs? If yes, please explain: YES NO

Have you ever been disciplined or discharged for insubordination? If yes, please explain: YES NO

Have you ever been disciplined or discharged for any other reason? If yes, please explain: YES NO

APPLICANT'S STATEMENT

I certify that the forgoing statements are true, correct and complete to the best of my knowledge and belief and hereby grant Harborcreek Youth Services permission to verify such answers and investigate work and personal references. I authorize the employers, schools or persons which I have named above to give any information regarding my previous employment, character, general reputation and personal characteristics, together with any information that they have regarding me, whether or not it is in their records. I hereby release Harborcreek Youth Services and the employees, schools and persons named above from all liability for any damage that I may suffer as a result of issuing this information. I understand this consent can be revoked by written request, except to the extent that action has been taken relying on this consent. This authorization to verify information and seek reference information will expire 90 days from the date indicated below.

I understand that any false statements on this application or in any interview may be considered sufficient reason for rejection of this application or for dismissal if such false information is discovered subsequent to my employment.

I understand that no representation made by Harborcreek Youth Services or its supervisors, whether in writing or made orally, constitutes a contract of employment or implies any promise or limitation regarding specific policies or benefits, etc. or limits Harborcreek Youth Services right to discharge me without notice or liability to me for salary or wage except such as may have been earned up to the date of termination of service.

I also agree, if hired, that upon termination of my employment with Harborcreek Youth Services, whether upon my decision or Harborcreek Youth Services, that Harborcreek Youth Services may offset and deduct from my final paycheck any and all amounts I owe to them for any reason, including but not limited to losses or damages which Harborcreek Youth Services sustains as a result of my willful or negligent acts.

Harborcreek Youth Services is an Equal Opportunity Employer and considers all candidates' employment regardless of race, creed, color, religion, sex, national origin, age, or disability.

I understand that Harborcreek Youth Services is a Sanctuary certified agency. I commit to creating a culture that embodies the seven commitments of the model and demonstrate using my words and actions to positively represent Sanctuary as effective treatment for trauma informed care to all clients I work with, as well as fellow staff.

Applicant Signature

Date

I understand that my personnel records are subject to audit upon request by regulating bodies and/or placing agencies of Harborcreek Youth Services

Applicant Signature

Date