



The Youth Service Bureau of Jay County, Inc.

603 West Arch Street - Portland, Indiana 47371

Application For Employment

The Youth Service Bureau of Jay County, Inc. considers applications for all positions without regard to race, religious creed, color, sex, age, national origin, marital or veteran status, or any other legally protected status.

Please Print. If question does not apply state N/A (Not Applicable)

Position(s) You Are Applying For:						Date:
Last Name:		First Name:			Middle Initial:	
Address:	Number:	Street:	City:	State:	Zip:	How Long At Current Address:
Telephone Number(s)		Home	Business		Social Security Number	
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Are You At Least 21 Years of Age? Yes No

Are You Currently Employed? Yes No

May We Contact Your Current Employer? Yes No

If No, Reason: _____

Will You Work Over Time If Asked? Yes No

Are You Legally Eligible to Work in the United States? Yes No

If the Answer to the Previous Question is No, Do You Have A Work Permit? Yes No

When Will You Be Able to Begin Working? _____

Are You Available to Work: Full Time Part Time

Have You Ever Been Convicted of a Felony? Yes No

If Yes, Please Explain Fully: _____

Are You Physically or Otherwise Unable to Perform the Duties of the Job for which You are Applying? Yes No

Do You Serve in the U.S. Armed Forces? Yes No

If Yes, What Branch? _____

Do You Currently have a Valid Driver's License? Yes No

What is Your Driver's License Number? _____

Have You Ever Been Discharged, Asked to Resign, Furlough, or Put in Inactive Status for Cause, or Subjected to Disciplinary Action in any Position? Yes No

If Yes, Explain:

Have You Ever Been Arrested Detained or Involved in any Court Action? Yes No

If Yes, Explain: _____

How Did You Hear of This Position: Website School Posting Newspaper

Other: _____

I Certify, that there are No Misrepresentations, Omissions, or Falsifications in the Foregoing Statements and Answers, and that the Entries Made by Me Above are True, Complete, and Correct to the Best of My Knowledge and are Made in Good Faith.

I Further Agree and Consent in Advance to Being Summarily Discharged Without Cause or Hearing if any of the Above Information Contains any Misrepresentation or Falsification or if any Material Information has been Omitted.

Date

Signature of Applicant

Education

School Name and Location	Elementary School				High School Trade/Technical (Circle One)				Undergraduate College/Undergraduate				Graduate Professional			
									1	2	3	4	1	2	3	4
Years Completed																
Did You Graduate	Yes <input type="checkbox"/>	No <input type="checkbox"/>			Yes <input type="checkbox"/>	No <input type="checkbox"/>			Yes <input type="checkbox"/>	No <input type="checkbox"/>			Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Diploma/Degree/GED																
Describe any training or special skills and/or extracurricular activities:																
Any additional information about yourself you may find important to mention:																

List Professional and/or civic activities and offices held. You may exclude memberships which would reveal sex, race, national origin, age, and any other legally protected status.

References

1. Name	Telephone Number	Years Known
Address		
2. Name	Telephone Number	Years Known
Address		
3. Name	Telephone Number	Years Known
Address		

Work Experience

List Below the Last Four Employers, Starting with Your Present, or Last Job.

1) Employer	Date Stated/Date Ended	Job Duties
Address		
Telephone Numbers	Salary Rate Starting/Final Salary Rate	
Job Title	Supervisor	
Reason For Leaving		
2) Employer	Date Started/Date Ended	Job Duties
Address		
Telephone Numbers	Salary Rate Starting/Final Salary Rate	
Job Title	Supervisor	
Reason For Leaving		
3) Employer	Date Stated/Date Ended	Job Duties
Address		
Telephone Numbers	Salary Rate Starting/Final Salary Rate	
Reason For Leaving		
4) Employer	Date Stated/Date Ended	Job Duties
Address		
Telephone Numbers	Salary Rate Starting/Final Salary Rate	
Reason For Leaving		



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I give my permission and authorize for the following background checks to be completed, with the information being released to the Youth Service Bureau of Jay County, Inc.

Federal Fingerprint Check – Including Limited Criminal History Check

Sex and Violent Offender Registry Check/Child Protective Services – Department of Child Services

Local Criminal History Check – County Sheriff's Department

(Cost of fingerprint check and limited criminal history check will be at applicant's expense. After six months of active employment, employee will be reimbursed for cost. Must have receipt for reimbursement)

Applicant's Signature

Date