

The Starke County Youth Club, Inc.

Application for Employment

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

Social Security Number: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Are you at least 18 years of age? Yes No

Have you applied with SCYC before? Yes No Have you been employed by SCYC before? Yes No

Dates of SCYC employment and position held: \_\_\_\_\_

Circle the location applying for: Knox Oregon-Davis North Judson - San Pierre

Circle the position applying for: Aide Instructor Site Coordinator Other \_\_\_\_\_

How did you hear about this opening? \_\_\_\_\_

Days and hours may vary. Please indicate the times each day you would be available to work.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

How many hours per week would you prefer to work: \_\_\_\_\_

Tell us about your educational background:

High School: \_\_\_\_\_ Location: \_\_\_\_\_ Diploma \_\_\_\_\_

Technical or Vocational School: \_\_\_\_\_ Location: \_\_\_\_\_

Dates of attendance: \_\_\_\_\_ Areas of study: \_\_\_\_\_ Degree \_\_\_\_\_

Name of College: \_\_\_\_\_ Location: \_\_\_\_\_

Dates of attendance: \_\_\_\_\_ Area of study: \_\_\_\_\_ Degree \_\_\_\_\_

Please list any specific post high school **course work** in any of the following areas:

Child Development: \_\_\_\_\_

Elementary Education: \_\_\_\_\_

Recreation (involving children): \_\_\_\_\_

Physical Education for Children: \_\_\_\_\_

Early Childhood Education: \_\_\_\_\_

Please describe any other training or workshops you have had which might be relevant to working with children in a childcare or recreational setting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any work experience (either paid or volunteer), which you feel help demonstrate your ability to work with school-age children in an enrichment setting.

**1. Most recent related employment:**

Dates of Job employment: \_\_\_\_\_ Title: \_\_\_\_\_

Complete name and address of employer: \_\_\_\_\_

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

Number of hours per week worked: \_\_\_\_\_ Paid Volunteer? \_\_\_\_\_ Age of group worked with: 0-5 5-10 11-15

Disabled population: Yes No Duties: \_\_\_\_\_

\_\_\_\_\_

**2. Prior employment:**

Dates of Job employment: \_\_\_\_\_ Title: \_\_\_\_\_

Complete name and address of employer: \_\_\_\_\_

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

Number of hours per week worked: \_\_\_\_\_ Paid Volunteer? \_\_\_\_\_ Age of group worked with: 0-5 5-10 11-15

Disabled population: Yes No Duties: \_\_\_\_\_

\_\_\_\_\_

3. What additional **experience** do you have working with school-age children?

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Please give the names, addresses and phone numbers of at least two (preferably work-related) references:

Name:	_____
Address:	_____ _____
Phone:	_____
How does this person know you?	_____ _____ _____

Name:	_____
Address:	_____ _____
Phone:	_____
How does this person know you?	_____ _____ _____

*PLEASE READ CAREFULLY AND SIGN:*

I certify that I have never been convicted of child abuse or crimes against sexual morality involving children. I understand that before hiring, a criminal background check will be done.

I authorize SCYC personnel to contact the references I have provided as part of this application.

In the event of my employment with SCYC, I will comply with all rules, regulations and policies set forth in SCYC's staff handbook or other communications distributed by SCYC. I also understand that SCYC has the right to modify its policies without giving me any notice of the changes.

I understand that nothing in this employment application or in my communication with any SCYC staff is intended to create an employment contract with me. No promise regarding employment has been made to me, and I understand that no such promise or guarantee is binding upon SCYC unless it is made in writing and signed by the Executive Director.

I certify that I have read and understand the preceding statement. I certify that the information provided within this application is correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*It is the policy of the Starke County Youth Club to provide equal opportunity in employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, military status, or any other characteristic protected by applicable federal or state law.*