

Employment Application

Date: _____

Name: _____

Address: _____
(Street) (Apartment #)

(City) (State) (Zip) Telephone: _____

E-mail address: _____

Position(s) applied for: _____

I authorize my application/resume to be shared with other hiring supervisors throughout the Agency who may have available job openings. Yes No

Salary expectation: _____ Are you employed right now: Yes No

Are you legally eligible for employment in the USA? Yes No

Are you available to work: Full time Part time Shift work Temporary

If yes, when and in what position? _____

If your application is considered favorable, on what date will you be available for work? _____

Have you ever been convicted of a crime other than a minor traffic violation? *(Convictions will not automatically disqualify job candidates; the seriousness of the crime and the date of conviction will be considered in conjunction with DCFS Rule 385. You will not be required or asked to report whether or not you have a sealed or expunged conviction.)*

Yes No I would like to discuss this with someone from The Center for Youth and Family Solutions.

If yes, list all pertinent details: _____

List any special talents, abilities, and experiences which you believe would be helpful to you in this position:

EMPLOYMENT HISTORY (List below present and past employment, beginning with your most recent)

Employer:	Dates Employed From To		Responsibilities
Address:			
Telephone			
Job Title:	Rate of Pay Starting Final		
Supervisor:			
Reason for Leaving:			

Employer:	Dates Employed From To		Responsibilities
Address:			
Telephone			
Job Title:	Rate of Pay Starting Final		
Supervisor:			
Reason for Leaving:			

Employer:	Dates Employed From To		Responsibilities
Address:			
Telephone			
Job Title:	Rate of Pay Starting Final		
Supervisor:			
Reason for Leaving:			

Employer:	Dates Employed From To		Responsibilities
Address:			
Telephone			
Job Title:	Rate of Pay Starting Final		
Supervisor:			
Reason for Leaving:			

** If you need more space, please continue on a separate piece of paper.*

RECORD OF EDUCATION

Name & Address of School	Course of Study/Major	Did You Graduate	List Degree
		<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"/> Yes <input type="checkbox"/> No	

Please list Professional Licenses and/or Certificates

REFERENCES

**List three individuals who can provide information on your training and job skills.
 Please **do not list immediate family members, other relatives, or friends.

Name	Address	Phone	Relationship to You

(Information provided by references is confidential and cannot be shared with applicants.)

WRITING TEST/NARRATIVE:

The mission of The Center for Youth and Family Solutions reflects a belief in the enduring strength, creativity and perseverance of the human spirit.

“The Center for Youth and Family Solutions will engage and serve children and families in need with dignity, compassion and respect by building upon individual and community strengths to resolve life challenges together.”

Please describe in 500 words or less how our mission is relevant to you.

CERTIFICATION:

The facts set forth in my application for employment are true and complete. I understand if employed that falsification, misrepresentation, and/or omission of facts in this application may result in immediate dismissal as an employee. I further understand if hired depending on program or the position I may be required to provide certified transcripts, physical examination, pre-employment drug testing, and a motor vehicle transcript if applicable. If hired I will be required to submit and complete a background check.

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, benefit plans, policy statements, and the like as they may exist from time to time, or other agency practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of The Center for

Youth and Family Solutions, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned. Both the undersigned and The Center for Youth and Family Solutions may end the employment relationship at any time, with or without notice or reason. If employed, I understand that the agency may change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application and conducting a background check through DCFS. I authorize the investigation of all matters contained in this application and hereby give The Center for Youth and Family Solutions permission to contact schools, previous and current employers, references, and others, and hereby release The Center for Youth and Family Solutions from any liability as a result of such contact.

By completing my name below, I certify the information is true and correct. This serves as my electronic signature.

Applicant Certification:

Applicant Name: _____ Date _____

UPLOADS:

Required Upload:

Please save this application and upload it on our website under the “File Uploads” section.

Optional Uploads:

The documents listed below may be uploaded on our website under the “File Uploads” section.

- Cover Letter
- Resume
- 3 Current Letters of Reference
- Transcript – If a transcript is required per the job posting, scan and upload to our website a certified original transcript of your degree. If a degree is not required for the position, a transcript, copy of your high school diploma, or GED may be scanned and uploaded to our website. If you are not able to provide a scanned copy and are called for an interview, please bring an original with you.