



Return to: Youth Guidance, 70 Calhoun, Battle Creek, MI 49017

## Youth Guidance Foster Care & Adoption

### APPLICATION FOR EMPLOYMENT

<b>What We Offer</b>
We offer equal employment opportunities to all, based upon individual merit and without regard to race, color, national origin, gender, age, height, weight, marital status or disability which, if needing accommodation, may be reasonably accommodated as required by law.

<b>Please Type or Print Information</b>			
Date		Date Available	
Position Applied For			
Last Name	First	Middle	
Social Security Number			
Are any of your college or work records listed under another name? (Specify below.)			
Explanation:			
Current Address	City	State	Zip Code
Permanent Address	City	State	Zip Code
Telephone	Driver's License #		
Your Email Address:			
Are you a U.S. citizen?	If not, list resident alien Number (List here)		
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Type of Employment Desired:	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	On call <input type="checkbox"/>

Have you ever been convicted of a crime?	Yes ___	No ___
If yes, state the crime here		
Are any felony charges currently pending against you?	___ Yes ___ No	
If yes, explain here		
Are you a Veteran of U.S. Military Services?	Yes ___ No ___	Was discharge honorable?
Did you receive any specialized training applicable to employment?	Yes ___ No ___	
If yes, explain here		
Have you ever been suspended or discharged from employment?	Yes ___ No ___	
If yes, explain here		

<b>Education and Training</b>		
<b>High School</b>		
Address		
Dates Attended	From	To
Type of Degree		
<b>College</b>		Address
Dates Attended	From	To
Type of Degree		
<b>Graduate College</b>		Address
Dates Attended	From	To
Type of Degree		
<b>Other School</b>		Address
Dates Attended	From	To
Type of Degree		

**Work Experience**

(List most recent or present position first)

Dates Employed	From	To
Name and Address of Employer	Name	Email Address
Your Position and Duties	(List here)	
Weekly Salary		
Reason for Leaving		
Supervisors Name	Phone	May we contact your supervisor?

Dates Employed	From	To
Name and Address of Employer	Name	Email Address
Your Position and Duties	(List here)	
Weekly Salary		
Reason for Leaving		
Supervisors Name	Phone	May we contact your supervisor?

Dates Employed	From	To
Name and Address of Employer	Name	Email Address
Your Position and Duties	(List here)	
Weekly Salary		
Reason for Leaving		
Supervisors Name	Phone	May we contact your supervisor?

**List three references (not relatives):**

Name	<u>Email Address</u>
Phone	Occupation
Name	<u>Email Address</u>
Phone	Occupation
Name	<u>Email Address</u>
Phone	Occupation

**Miscellaneous Information**

Why would you like to work at Youth Guidance Foster Care?

(answer)

Why do you feel you would be a good candidate for the position for which you have made application?

(answer)

What experience do you have working with children and teens?

(answer)

What future career goals, if any, have you set for yourself?

(answer)

What pay rate are you seeking?

\$\_\_\_ /hour

\$\_\_\_ /year

Please indicate any special skills or training you have that would be beneficial to you in the position you are seeking?

(describe here)