



YOUTH & FAMILY SERVICES INC. APPLICATION FOR EMPLOYMENT

1920 North Plaza Boulevard, Rapid City, SD 57702

Phone: (605) 342-4195 Email: yfshr@youthandfamilyservices.org

YFS is an Equal Employment Opportunity Employer and considers applicants for all positions without regard to race, creed, color, ancestry, religion, age, sex, pregnancy, national origin, military status, disability, genetic information, sexual orientation, gender identity or expression, or on any other basis that would be in violation of any applicable federal, state, or local law.

To be considered for employment, the Personal section and all other information not included in an attached resume must be completed. If the resume is attached, it becomes a part of the application. Page 3 of the application must be signed.

Please Print

PERSONAL

Position(s) Applying For: _____ Date Available: _____

Type of Employment Interested In: (Circle all that apply) Full Time Part Time Substitute Any

Last Name: _____ First: _____ Middle: _____

Address: _____ City: _____ State: _____ Zip: _____

Preferred Phone: () _____ Email: _____

Have you ever been employed with YFS? Yes ___ No ___ Dates of employment: ___ to ___

Do you have a Commercial Driver's License? Yes ___ No ___ Class: A B C Endorsements: _____

*This question is applicable **only** for positions that require a Commercial Driver's License (CDL).*

How did you hear about this position? (Circle one) SD Career Center, Job Fair,

School _____ Website _____ Other _____

Have you read the job description(s) for the position(s) you are applying? Yes ___ No ___

EDUCATION AND TRAINING

Do you have a high school diploma or GED? Yes ___ No ___

Name/Address Trade School/College/Graduate	Course of Study	# of Years Completed	Did you Graduate	Degree/ Diploma

Special training/skills/certificates/licenses/etc.: _____

_____ Please initial this page.

List at least last 10 years of employment. Start with the most recent job. Phone numbers for former employers are required. If you need additional space, please continue on a separate sheet of paper.

EMPLOYMENT HISTORY

Company Name: _____ Dates: From _____ To _____

Address: _____

Phone: _____

Name of supervisor: _____

Salary (optional): _____

Job Title & Description of your work: _____

Company Name: _____

Dates: From _____ To _____

Address: _____

Phone: _____

Name of supervisor: _____

Salary (optional): _____

Job Title & Description of your work: _____

Company Name: _____

Dates: From _____ To _____

Address: _____

Phone: _____

Name of supervisor: _____

Salary (optional): _____

Job Title & Description of your work: _____

Company Name: _____

Dates: From _____ To _____

Address: _____

Phone: _____

Name of supervisor: _____

Salary (optional): _____

Job Title & Description of your work: _____

List 2 professional/educational references who are not related to you and have knowledge of your qualifications. Do not repeat persons listed under employment.

REFERENCES

Name & Title

Relationship/Position

Telephone: Include Area Code

_____ Please initial this page.

APPLICANT'S ACKNOWLEDGMENT

To Be Read & Signed By Applicant

This application must be completed in full to be considered for employment. By completing this application there is no assurance of employment.

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

I expressly authorize Youth & Family Services to contact any of my prior employer(s) and character reference(s). I hereby release previous employers, references, and Youth & Family Services from any and all liability arising from providing and/or receiving said information. I understand that Youth & Family Services can contact my previous employers and references only if I am invited for the job interview. Youth & Family Services will contact my current employer only if I am a top candidate for the position.

If employed, any misstatement or omission of fact on this application no matter when discovered may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future for any period of time.

Printed Name of Applicant

Signature of Applicant

Date