Youth Bridge
BUILDING BRIGHTER FUTURES

APPLICATION FOR EMPLOYMENT
(Must be at least 21 years of age)

Date:

Last Name	First	Middle Initial	Social Security Number
Street Address (P.O. Box)			Home Telephone ( )
City	State	Zip	Work/Cell Telephone ( )
Email Address:			
Have you ever applied for employment with us? Yes ☐ No ☐ Month/Year: Location:			
Job Position Desired:			Desired Salary:
Are you available for full time work? Yes ☐ No ☐ If no, what hours can you work?			Can you work non-traditional hours? Yes ☐ No ☐
Are you legally eligible for employment in the United States? Yes ☐ No ☐			When are you available to work?
Are you a veteran of the U.S. Military Service? Discharge Date and Rank			Branch
Do you have any friends or relatives working here? If so, list name(s)			
Can you travel if the job requires it?			
Do you speak/read/write a foreign language(s)?		Language(s):	
How did you hear about us? ☐ website ☐ friend ☐ walk-in ☐ newspaper (which one)_____ ☐ other_____			

EDUCATION

Type of School	Name & Address	Area of Study	Year Graduated
High School		Diploma or GED?	
College			
Graduate School			
Business/Trade/Tech			
Degree Major Study:	Do you have a professional license? Yes ☐ No ☐	License/s held:	

EMPLOYMENT EXPERIENCE

List each job held. Start with your present or last job. Include military assignments and volunteer activities.

Employer	Dates of Employment: From_____To _____
Address	Job Title
Phone Number	Supervisor
Work Performed	Salary
Reason for leaving	
Employer	Dates of Employment: From_____To _____
Address	Job Title
Phone Number	Supervisor
Work Performed	Salary
Reason for leaving	
Employer	Dates of Employment: From_____To_____
Address	Job Title
Phone Number	Supervisor
Work Performed	Salary
Reason for leaving	
Employer	Dates of Employment: From_____To _____
Address	Job Title
Work Performed	Salary
Reason for leaving	

Summarize special skills and qualifications acquired from employment or other experience.

_____

_____

_____

_____

Please list all computer software for which you have proficiency:

_____

_____

_____

Have you ever been convicted of a felony or misdemeanor? yes ☐ no ☐ If yes, please explain (will not necessarily exclude you from consideration):

AGREEMENT

In completing this application, I understand that if I am offered and accept employment with Youth Bridge, Inc., I will be employed at the will of the Agency for an indefinite period. Accordingly, I understand that I may resign from the Agency at any time, for any reason, and may be terminated by the Agency at any time, for any reason.

I understand that any employment or offer of employment arising out of this Employment Application will be subject to satisfactory verification of all job qualifications which may include academic credentials, licenses, professional designations, and employment history. I authorize Youth Bridge, Inc. to contact any of my schools or former employers. I authorize any former employer(s) and school(s) and their agents to provide such information and agree to hold them harmless from all liability arising out of providing such information.

I further understand employment may be contingent upon a pre-employment drug and/or alcohol screen. In addition, a criminal background investigation may be conducted.

I hereby certify the information contained in the Employment Application and on my resume, if applicable, is true and accurate. I understand if I become employed, any misrepresentation and/or omission of any facts on this Employment Application and/or resume are sufficient cause for summary dismissal when it is discovered.

In the event of my employment with this organization, I will comply with all the rules and regulations as set forth in the organization's policy manual or other communications distributed to all staff members. I understand that such employment is conditioned upon a favorable health evaluation, which may include a physical examination, by a doctor selected by the organization and to which I hereby assent. I further agree to complete all necessary forms in the regard. Additionally, I authorize the organization to supply my employment record, in whole or in part, and in confidence to any prospective employer, government agency, or other party, with a legal and proper interest. Also, I agree to have my fingerprints and photograph take for the purpose of identification and the maintenance of internal security.

Professional References

NAME	RELATIONSHIP	EMAIL ADDRESS	PHONE

You may ____ You may not ____ contact my current employer

_____ _____

Applicant's Signature Date

YOUTH BRIDGE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

ASP-122
(Rev. 11/05)

ARKANSAS STATE POLICE

Identification Bureau
Individual Record Check Form

Full Name:_____ / _____
First Middle Last Maiden/Other

Date of Birth:_____ State of Birth _____ Race: _____ Sex:_____
(Month/Day/Year)

Social Security #:_____ Driver's License #:_____
State

Mailing Address _____
Street City State ZIP

Daytime Phone Number ( ) _____

I GIVE MY CONSENT FOR THE ARKANSAS STATE POLICE TO CONDUCT A CRIMINAL RECORD SEARCH ON MYSELF AND RELEASE ANY RESULTS TO THE FOLLOWING PERSON OR ENTITY:

Name: Youth Bridge, Inc. Attn: Sandi Loper-Herzog
(First/MI/Last Name) or Full Name of Agency

Mailing Address: 2153 E. Joyce Blvd, Ste 201 Fayetteville, AR 72703
Street City State Zip

Signature _____ Date _____
(First/MI/Last Name) (Month/Day/Year)

(NO REQUEST WILL BE PROCESSED WITHOUT A NOTARIZED SIGNATURE)

STATE OF ARKANSAS

COUNTY OF WASHINGTON

AR920310Z
CHILD WELFARE LICENSING
398 EAST SECOND ST.
BOONEVILLE, AR 72927

Subscribed and sworn before me, a Notary Public, in and for the county and state aforesaid, this

the _____ day of _____, 20___.

_____
Notary Public

☐ 82001Civil Record Check

☐ 80000 FBI Record Check

APPLICANT DATA SHEET

To better evaluate the effects of our selection process, and to enable us to meet government reporting requirements, applicants being tested for positions are requested to complete this information. This data you provide will be used solely for research and statistical purposes. Your voluntary cooperation will be appreciated.

PLEASE PRINT

RACE/ETHNIC DATA

Please check one only. Do not insert additional groups.

_____White: (Not Hispanic origin) persons having origins in Europe, North Africa, or the Middle East

_____Black: Persons having origins in the black racial groups of Africa as well as Jamaica, Trinidad, or the West Indies

_____Asian/Pacific Islander: Persons having origins in the far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including, for example: China, Japan, Korea and Samoa.

_____Native American: American Indians, also Eskimos and Aleuts

_____Hispanic: Persons having origins in Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish cultures.

GENDER

_____Male _____Female

_____ _____

Applicant Signature Date