



PLEASE READ! PLEASE READ! PLEASE READ! PLEASE READ! PLEASE READ!
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Dear Applicant,

We are pleased that you have expressed interest in our agency.

IN ORDER TO BE CONSIDERED FOR EMPLOYMENT WITH CAPITAL CITY YOUTH SERVICES YOU MUST SUBMIT

1. **A COMPLETED EMPLOYMENT APPLICATION** (Included). A resume cannot be used for employment procedures.
2. **REFERENCE FORMS** (Included). Please fill them out only. We will contact the persons to complete the actual reference.
 - Two (2) Personal Reference Forms
 - Two (2) Employment Reference Forms
3. **EDUCATIONAL VERIFICATION**. An official transcript copy or official diploma copy.
4. **VALID DRIVERS LICENSE**. You must have a valid driver's license in your name in order to be employed by Capital City Youth Services. You must provide your drivers license when turning in this application so that a copy may be obtained. All drivers' license numbers will be run through the proper authorities to obtain statuses.

These forms are **required** to be considered for employment with Capital City Youth Services.

Please supply the contact information for the references only, we will contact them.

Thank you

Human Resource Manager

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CAPITAL CITY YOUTH SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER. RACE, COLOR, RELIGION, AGE, SEX, DISABILITY, MARITAL OR VETERAN STATUS, PLACE OF NATIONAL ORIGIN AND OTHER CATEGORIES PROTECTED BY LAW ARE NOT FACTORS IN EMPLOYMENT, PROMOTION, COMPENSATION OR WORKING CONDITIONS.



Tallahas
(850) 576

EMPLOYMENT APPLICATION

POSITION (S) APPLIED FOR:		FULL-TIME OR PART-TIME?		DATE OF APPLICATION	
LAST NAME		FIRST NAME		MIDDLE NAME	
ADDRESS		CITY/STATE		ZIP CODE	
YEARS AT RESIDENCE:			TELEPHONE NUMBER (S)		
SOCIAL SECURITY NUMBER:			YOU MUST PROVIDE A VALID DRIVERS LICENSE TO BE CONSIDERED FOR EMPLOYMENT. DRIVERS LICENSE #:		
HOW DID YOU HEAR ABOUT US? <input type="checkbox"/> ADVERTISEMENT <input type="checkbox"/> FRIEND <input type="checkbox"/> INQUIRY <input type="checkbox"/> EMPLOYMENT AGENCY <input type="checkbox"/> RELATIVE <input type="checkbox"/> OTHER:					
HAVE YOU EVER APPLIED TO, OR WORKED FOR CAPITAL CITY YOUTH SERVICES BEFORE? _____ IF YES, WHEN? _____ DO YOU HAVE ANY FRIENDS OR RELATIVES WORKING FOR CAPITAL CITY YOUTH SERVICES? <input type="checkbox"/> YES <input type="checkbox"/> NO YES, STATE NAME AND RELATIONSHIP: _____					
HAVE YOU BEEN PLEAD QUILTY OR "NO CONTEST" TO A CRIME, BEEN CONVICTED OF A CRIME, HAD ADJUDICATION WITHHELD, PROSECUTION DEFERRED OR DO YOU HAVE ANY CRIMINAL CHARGES PENDING? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN WITH DATE AND DETAILS:					
(NOTE: NO APPLICANT WILL BE DENIED EMPLOYMENT SOLELY ON THE GROUNDS OF A CONVICTION OF A CRIMINAL OFFENSE. THE NATURE OF THE OFFENSE, THE DATE OF THE OFFENSE, THE SURROUNDING CIRCUMSTANCES AND THE RELEVANCE OF THE OFFENSE TO THE POSITION (S) APPLIED FOR MAY, HOWEVER, BE CONSIDERED.)					

GENERAL INFORMATION ABOUT EMPLOYMENT DESIRED
THE FOLLOWING INFORMATION IS REQUIRED DUE TO THE NATURE OF THE POSITION

ARE YOU OVER 21 YEARS OF AGE? YES NO

IF PART-TIME POSITION DESIRED HOW MANY HOURS? _____ **IRE**

ARE YOU AVAILABLE FOR WORK ON WEEKENDS? _____

ARE YOU AVAILABLE TO WORK HOLIDAYS? _____ **IRE**

DAYS OF WEEK YOU ARE AVAILABLE TO WORK: _____

HOURS YOU ARE AVAILABLE TO WORK: _____ ARE YOU AVAILABLE TO BE ON-CALL? _____

ARE YOU AVAILABLE TO WORK NIGHTS? _____ ARE YOU AVAILABLE TO WORK OVERTIME? _____

IF HIRED, ON WHAT DATE COULD YOU START WORK? _____

ARE YOU ABLE TO TRAVEL ON COMPANY BUSINESS? _____ **R**

SALARY DESIRED: _____

EDUCATION AND TRAINING

(INCLUDE ON THE JOB TRAININGS): PROOF OF DEGREE MAY BE REQUIRED IF POSITION APPLIED FOR REQUIRES A DEGREE

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	# OF YEARS COMPLETED	DIPLOMA/DEGREE
HIGH SCHOOL				
UNDERGRADUATE COLLEGE				
GRADUATE/ PROFESSIONAL				
OTHER (SPECIFY)				

WORK EXPERIENCE

START WITH YOUR PRESENT OR LAST JOB AND LIST AT LEAST 2 YEARS OF WORK HISTORY OR EXPERIENCE. INCLUDE ANY JOB-RELATED MILITARY SERVICE ASSIGNMENTS AND VOLUNTEER ACTIVITIES. YOU MAY EXCLUDE ORGANIZATIONS, WHICH INDICATE RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, DISABILITIES OR OTHER PROTECTED STATUS.

EMPLOYER (1)	DATES EMPLOYED		WORK PERFORMED
	FROM	TO	
ADDRESS			
TELEPHONE NUMBER (S)	HOURLY RATE/SALARY		
	STARTING	FINAL	
STARTING/PRESENT JOB TITLE			
SUPERVISOR			
REASON FOR LEAVING	MAY WE CONTACT		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYER (2)	DATES EMPLOYED		WORK PERFORMED
	FROM	TO	
ADDRESS			
TELEPHONE NUMBER (S)	HOURLY RATE/SALARY		
	STARTING	FINAL	
STARTING/PRESENT JOB TITLE			
SUPERVISOR			
REASON FOR LEAVING	MAY WE CONTACT		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYER (3)	DATES EMPLOYED		WORK PERFORMED
	FROM	TO	
ADDRESS			
TELEPHONE NUMBER (S)	HOURLY RATE/SALARY		
	STARTING	FINAL	
STARTING/PRESENT JOB TITLE			
SUPERVISOR			
REASON FOR LEAVING	MAY WE CONTACT		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYER (4)	DATES EMPLOYED		WORK PERFORMED
	FROM	TO	
ADDRESS			
TELEPHONE NUMBER (S)	HOURLY RATE/SALARY		
	STARTING	FINAL	
STARTING/PRESENT JOB TITLE			
SUPERVISOR			
REASON FOR LEAVING	MAY WE CONTACT		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Have you ever been terminated? *YES* *NO* If yes, please explain circumstances: _____

MEMBERSHIPS IN PROFESSIONAL OR CIVIC ORGANIZATION EXCLUDE THOSE, WHICH MAY DISCLOSE YOUR RACE, COLOR, RELIGION, OR NATIONAL ORIGIN.

LIST ANY SPECIAL SKILLS OR TRAININGS YOU POSSESS THAT PERTAIN TO THE POSITION THAT YOU HAVE APPLIED FOR

MILITARY	DID YOU SERVE IN THE U.S. ARMED FORCES? <input type="checkbox"/> <i>YES</i> <input type="checkbox"/> <i>NO</i>	IF YES, WHAT BRANCH?
DESCRIBE ANY TRAINING RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING.		

LIST ANY ADDITIONAL INFORMATION THAT YOU WOULD LIKE FOR US TO CONSIDER

REFERENCES		
PLEASE PROVIDE THE NAMES OF THREE PERSONAL REFERENCES WHO HAVE KNOWN YOU AT LEAST ONE (1) YEAR		
NAME	ADDRESS	PHONE NUMBER

SIGNATURE	<p>I HEREBY CERTIFY THAT I HAVE NOT KNOWINGLY WITHHELD ANY INFORMATION THAT MIGHT ADVERSELY AFFECT MY CHANCES FOR EMPLOYMENT AND THAT THE ANSWERS GIVEN BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I FURTHER CERTIFY THAT I, THE UNDERSIGNED APPLICANT, HAVE PERSONALLY COMPLETED THIS APPLICATION. I UNDERSTAND THAT ANY OMISSION OR MISSTATEMENT ON THIS APPLICATION OR ON ANY DOCUMENTS USED TO SECURE EMPLOYMENT SHALL BE GROUNDS FOR REJECTION OF THIS APPLICATION OR FOR IMMEDIATE DISCHARGE IF I AM EMPLOYED, REGARDLESS OF THE TIME ELAPSED BEFORE DISCOVERY.</p> <p>I UNDERSTAND THAT IF OFFERED EMPLOYMENT, THE OFFER IS CONTINGENT ON MY PASSING A PRE-EMPLOYMENT BACKGROUND SCREENING FROM THE DEPARTMENT OF JUVENILE JUSTICE AND MY COUNTY OF RESIDENCE SHERIFF'S DEPARTMENT A DRIVERS LICENSE STATUS CHECK AND A DRUG SCREEN. BY SIGNING THIS APPLICATION, I VOLUNTARILY AGREE TO SUBMIT TO THE PRE-EMPLOYMENT BACKGROUND SCREENINGS AND DRUG SCREEN UPON REQUEST. I UNDERSTAND THAT FAILURE TO PASS BOTH THE PRE-EMPLOYMENT BACKGROUND SCREENINGS AND DRUG SCREEN WILL RESULT IN WITHDRAWAL OF THE EMPLOYMENT PRE-OFFER.</p> <p>I UNDERSTAND THAT NOTHING CONTAINED IN THE APPLICATION OR CONVEYED TO ME DURING ANY INTERVIEW WHICH MAY BE GRANTED IS INTENDED TO CREATE AN EMPLOYMENT CONTRACT, IMPLIED OR EXPLICIT, BETWEEN CAPITAL CITY YOUTH SERVICES AND ME. IN ADDITION, I UNDERSTAND AND AGREE THAT IF I AM EMPLOYED, MY EMPLOYMENT RELATIONSHIP WITH CAPITAL CITY YOUTH SERVICES IS STRICTLY VOLUNTARY AND AT OUR MUTUAL WILL. I UNDERSTAND THAT IF EMPLOYED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT PRIOR NOTICE, WITH OR WITHOUT CAUSE OR REASON, AT THE OPTION OF EITHER MYSELF OR CAPITAL CITY YOUTH SERVICES, AND THAT NO PROMISES OR REPRESENTATIONS CONTRARY TO THE FORGOING ARE BINDING ON CAPITAL CITY YOUTH SERVICES UNLESS MADE IN WRITING AND SIGNED JOINTLY BY THE EXECUTIVE DIRECTOR AND MYSELF.</p> <p>MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ AND UNDERSTAND THIS COMPLETE PAGE, AND AGREE TO THE TERMS AND CONDITIONS OUTLINED IN THIS DOCUMENT.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px solid black; margin-top: 10px;"> <p>APPLICANT'S SIGNATURE</p> </div> <div style="width: 45%; border-top: 1px solid black; margin-top: 10px;"> <p>DATE</p> </div> </div> <p style="text-align: center;">ONLY APPLICATIONS THAT ARE COMPLETED <u>IN FULL</u> BY THE APPLICANT, SIGNED AND DATED WILL BE CONSIDERED FOR ANY FURTHER EMPLOYMENT POSSIBILITIES.</p>
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