

THE TRAIL YOUTH EMPLOYMENT APPLICATION

PLEASE PRINT OR TYPE			Today's Date: _____
_____ <i>First Name</i>	_____ <i>MI</i>	_____ <i>Last Name</i>	_____ <i>Preferred Name/Nickname</i>
_____ <i>Street Address</i>	_____ <i>City</i>	_____ <i>State</i>	_____ <i>Zip Code</i>
_____ <i>Phone</i>	_____ <i>Alternate/ Phone</i>	_____ <i>Email Address</i>	

PLEASE PLACE A CHECK BY YOUR RESPONSE OR PROVIDE THE APPROPRIATE INFORMATION										
Are you interested in:	___	Full Time	___	Part Time	___	Temporary				
What schedules would you prefer?	___	Weekdays	___	Weekends						
How did you hear about us?	___	Walk In	___	Referral	___	Advertise ment Where:	___	Other:		
Have you worked for this organization before?	___	No	___	Yes	___	Dates:				
Do you know anyone who works here?	___	No	___	Yes	___	Name:				
Desired Pay:	Hourly Pay (Minimum, if applicable)	\$	_____	Annual Pay	\$	_____	Minimum	\$	_____	Desired
When are you able to start work?			Date:	_____						
In what local area do you prefer to work?	_____									
Position desired:	_____									

PLEASE CHECK YES OR NO TO THE FOLLOWING:	
Are you authorized to work in the United States?	___ Yes ___ No
<p>Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, The Trail Youth will verify the status of every individual offered employment with the organization. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.</p>	

The Trail Youth is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, The Trail Youth complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. The Trail Youth also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.

Are you under 18 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, can you furnish a work permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you capable of performing the essential functions of the job for which you are applying with or without a reasonable accommodation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PLEASE LIST YOUR WORK EXPERIENCE BELOW (MOST RECENT JOB FIRST)

	COMPANY NAME	YOUR POSITION and TITLE		
FROM	NO. & STREET		SUPERVISOR'S NAME, TITLE and POSITION	
_____ / _____ Month Year				
	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER
	TYPE OF BUSINESS			
TO	TELEPHONE NUMBER	TERMINATION	REASON	
_____ / _____ Month Year	()	<input type="checkbox"/> VOLUNTARY <input type="checkbox"/> INVOLUNTARY		
	BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u>			

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	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER
	TYPE OF BUSINESS			
TO ____ / ____ Month Year	TELEPHONE NUMBER ()	TERMINATION ____ VOLUNTARY ____ INVOLUNTARY		REASON
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	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER
	TYPE OF BUSINESS			
TO ____ / ____ Month Year	TELEPHONE NUMBER ()	TERMINATION ____ VOLUNTARY ____ INVOLUNTARY		REASON
	BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u>			

EDUCATION:

NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	DID YOU GRADUATE?	TYPE OF DEGREE OR DIPLOMA
HIGH SCHOOL OR PREP			
COLLEGE			
COLLEGE OR GRADUATE			
OTHER			

PROFESSIONAL DESIGNATIONS:

DESIGNATION	ORGANIZATION GRANTING DESIGNATION	DATE COMPLETED
DESIGNATION	ORGANIZATION GRANTING DESIGNATION	DATE COMPLETED

PROFESSIONAL LICENSES:

TYPE OF LICENSE	STATE GRANTING LICENSE	LICENSE NUMBER
TYPE OF LICENSE	STATE GRANTING LICENSE	LICENSE NUMBER

REFERENCES: Please list three professional references

NAME	RELATIONSHIP	COMPANY	PHONE/ALTERNATE PHONE

PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION

I have submitted the attached form to the organization for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate the organization to further process my application.

My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete to the best of my knowledge and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from the organization's employ.

I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment with the organization in the position I am seeking.

I understand that this application is not an employment contract for any specific length of time between the organization and me, and that in the event I am hired, my employment will be "at will" and either the organization or I can terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy and the like, distributed by the Organization to its employees is intended to or can create an employment contract, an offer of employment or any obligation on the Organization's part. The Organization may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.

References: I hereby authorize the organization and its agents to make such investigations and inquiries into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquires connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form. Furthermore, I authorize the organization and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

Temporary/Contract Employment: If employed as a temporary or contract employee, I understand that I may be an employee of the organization and not of any client. If employed, I further understand that my employment is not guaranteed for any specific time and may be terminated at any time for any reason. I further understand that a contract will exist between the organization and each client to whom I may be assigned which will require the client to pay a fee to the organization in the event that I accept direct employment with the client, I agree to notify the organization immediately should I be offered direct employment by a client (or by referral of the client to any subsidiary or affiliated organization), either for a permanent, temporary (including assignments through another agency), or consulting positions during my assignment or after my assignment has ended.

SIGNED:

DATE: