

**The Starke County Youth Club, Inc.**

**Application for Employment**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Are you at least 16 years of age? Yes No

Are you at least 18 years of age? Yes No Have you been employed by SCYC before? Yes No

Dates of SCYC employment and position held: \_\_\_\_\_

Circle the *location* applying for: Knox Elementary Knox Middle NJ-SP Elementary

NJ-SP Middle Oregon-Davis Elementary Oregon-Davis High School

Circle the *position* applying for: Aide Instructor Site Coordinator Other \_\_\_\_\_

How did you hear about this opening? \_\_\_\_\_

Days and hours may vary. Please indicate the times each day you would be available to work.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

How many hours per week would you prefer to work: \_\_\_\_\_

Tell us about your educational background:

High School: \_\_\_\_\_ Location: \_\_\_\_\_ Diploma: \_\_\_\_\_

Technical or Vocational School: \_\_\_\_\_ Location: \_\_\_\_\_

Areas of study: \_\_\_\_\_ Degree: \_\_\_\_\_

Name of College: \_\_\_\_\_ Location: \_\_\_\_\_

Area of study: \_\_\_\_\_ Degree: \_\_\_\_\_

Please list any specific **post high school course work** in any of the following areas:

Child Development: \_\_\_\_\_

Elementary Education: \_\_\_\_\_

Recreation (involving children): \_\_\_\_\_

Physical Education for Children: \_\_\_\_\_

Early Childhood Education: \_\_\_\_\_

Please describe any other training or workshops you have had which might be relevant to working with children: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list **any** work experience (either paid or volunteer), particularly if it demonstrates your ability to work with school-age children.

**1. Most recent employment:**

Dates of employment: \_\_\_\_\_ Title: \_\_\_\_\_

Name and address of employer: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Number of hours per week worked: \_\_\_\_\_ Paid /Volunteer? \_\_\_\_\_ Age of group worked with: 0-5 5-10 11-15

Duties: \_\_\_\_\_

\_\_\_\_\_

**2. Prior employment:**

Dates of employment: \_\_\_\_\_ Title: \_\_\_\_\_

Name and address of employer: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Number of hours per week worked: \_\_\_\_\_ Paid /Volunteer? \_\_\_\_\_ Age of group worked with: 0-5 5-10 11-15

Duties: \_\_\_\_\_

\_\_\_\_\_

**3. What additional **experience** do you have working with school-age children?**

\_\_\_\_\_

Please give contact information for at least two (**preferably work or school related**) references that we may contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

How does this person know you? \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

How does this person know you? \_\_\_\_\_

***PLEASE READ CAREFULLY AND SIGN:***

I certify that I have never been convicted of child abuse or crimes against sexual morality involving children. I understand that before hiring, a criminal background check will be completed.

I authorize SCYC personnel to contact the references I have provided as part of this application.

In the event of my employment with SCYC, I will comply with all rules, regulations and policies set forth in SCYC's staff handbook or other communications distributed by SCYC. I also understand that SCYC has the right to modify its policies without giving me any notice of the changes.

I understand that nothing in this employment application or in my communication with any SCYC staff is intended to create an employment contract with me. No promise regarding employment has been made to me, and I understand that no such promise or guarantee is binding upon SCYC unless it is made in writing and signed by the Executive Director.

I certify that I have read and understand the preceding statement. I certify that the information provided within this application is correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*It is the policy of the Starke County Youth Club to provide equal opportunity in employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, military status, or any other characteristic protected by applicable federal or state law.*