



## **EMPLOYMENT APPLICATION**

*The Cornerstone Youth Center operated by the Southeast Youth Council is an equal opportunity organization. Applicants to employees are considered for participation without regard to race, color, national origin, religion, gender, age, sexual orientation, disability, citizenship status, or any other basis prohibited by law. Cornerstone Youth Center will comply with its obligation to provide reasonable accommodation to qualified individuals with disabilities. Cornerstone Youth Center will verify information about each applicant's background and work history. This is for the protection of our employees, volunteers and youth participants.*

### **GENERAL INFORMATION**

Date of Application: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SS# \_\_\_\_\_

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

Present Address: \_\_\_\_\_  
*Street City State Zip*

Phone Number: (\_\_\_\_) \_\_\_\_\_ Alt. Phone Number: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### **EMERGENCY CONTACT INFORMATION**

#1 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Alt. Phone Number: (\_\_\_\_) \_\_\_\_\_

#2 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Alt. Phone Number: (\_\_\_\_) \_\_\_\_\_

Have you ever been convicted of or pled guilty to a crime? NO\_\_\_\_ YES\_\_\_\_

If YES, please state when, where and the final outcome:

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What is the position you are applying for? \_\_\_\_\_

When are you available to start the position? \_\_\_\_\_

**EDUCATION**

Circle last year completed: 8 9 10 11 12 College or Special Graduate  
13 14 15 16 17 18 19

Name of last high school attended: \_\_\_\_\_

College or Trade School Name & Location:  
\_\_\_\_\_

Other Schooling or Relevant Training:  
\_\_\_\_\_  
\_\_\_\_\_

**SKILLS**

Please describe skills and/or experience in these areas:

Clerical Skills (copying, faxing, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Computer and Internet (Programs you are proficient in)  
\_\_\_\_\_  
\_\_\_\_\_

Sport Activities  
\_\_\_\_\_  
\_\_\_\_\_

Group Leadership  
\_\_\_\_\_

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**PROFESSIONAL REFERENCES** (Please omit if a list was submitted with resume)

List the name, address, and phone number of two references who are not related to you.

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<i>Name</i>	<i>Address</i>	<i>Telephone Number</i>
<i>Name</i>	<i>Address</i>	<i>Telephone Number</i>

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**PERSONAL REFERENCES** (Please omit if a list was submitted with resume)

List the name, address, and phone number of two references who are not related to you.

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<i>Name</i>	<i>Address</i>	<i>Telephone Number</i>
<i>Name</i>	<i>Address</i>	<i>Telephone Number</i>

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**EMPLOYMENT RECORD (Please omit if a resume is submitted with this application)**

Starting with present or most recent job, list your last two positions held.

Employer Name: \_\_\_\_\_ Dates Job Held: \_\_\_\_\_

Your Title: \_\_\_\_\_

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

Employer Name: \_\_\_\_\_ Dates Job Held: \_\_\_\_\_

Your Title: \_\_\_\_\_

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



May we contact the employers listed above? YES \_\_\_\_ NO \_\_\_\_

If NO, please indicate which one(s) you do NOT wish us to contact and state the reason why:

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**VOLUNTEER ACTIVITIES**

Please list any volunteer activities below:

<b>Organization</b>	<b>Your Activities</b>	<b>Dates</b>	<b>Supervisor &amp; Phone #</b>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

May we contact the volunteer organizations listed above? YES \_\_\_\_ NO \_\_\_\_

If NO, please indicate which one(s) you do NOT wish us to contact and state the reason why: \_\_\_\_\_

\_\_\_\_\_

**Please write a few sentences explaining why you want to be employed by the Cornerstone Youth Center. Be sure to include what skills, talent or commitment you would bring to Cornerstone Youth Center that would be beneficial to our mission.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Applicant's Statement**

*(Please indicate that you have read and that you understand each paragraph of this Applicant's Statement by placing your initials beside each paragraph.)*

\_\_\_\_\_ I certify that this application was completed by me and that all entries on it and all information in it are TRUE and COMPLETE to the best of my knowledge.

\_\_\_\_\_ I authorize investigation of all statements contained in this application as may be necessary in arriving at a decision. In making this application, I understand that information may be obtained through interviews with the references. The inquiry may include information as to my character, general reputation and personal characteristics. I consent to this review and to the consideration of any statements of references or former employers that are given in response to the inquiry.

\_\_\_\_\_ I hereby release all parties, including Cornerstone Youth Center and references, from liability for any injury or damage that may result from their furnishing information concerning me or any action Cornerstone Youth Center takes on the basis of such information.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_