



Housatonic Youth Service Bureau
Application for Employment

Housatonic Youth Service Bureau is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

Please complete all of the sections below...

Applicant

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Position & Availability

Position applying for: _____ Date: _____

How did you hear about this position? _____

What days are you available for work? _____

What hours or shift are you available for work? _____

On what date can you start working if you are hired? _____

Personal Information

Do you have any friends, relatives, or acquaintances working for HYSB? Yes No
If yes, state name & relationship: _____

Are you 18 years of age or older? Yes No

Are you a U.S. citizen or approved to work in the United States? Yes No

What document can you provide as proof of citizenship or legal status? _____

Can you travel (locally) if your job requires it? Yes No

Can you work overtime if your job requires it? Yes No

Will you consent to a mandatory controlled substance test? Yes No



Do you have any condition which would require job accommodations? Yes No
If yes, please describe accommodations required: _____

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No
If yes, please state the nature of the crime(s), when and where convicted and disposition of the case: _____

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: Housatonic Youth Service Bureau complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training

High School
Name: _____ Location (City, State): _____
Year Graduated: _____ Degree Earned: _____

College/University
Name: _____ Location (City, State): _____
Year Graduated: _____ Degree Earned: _____

Vocational School/Specialized Training
Name: _____ Location (City, State): _____
Year Graduated: _____ Degree Earned: _____

Military

Are you a member of the Armed Services? Yes No
What branch of the military did you enlist? _____
What was your military rank when discharged? _____
How many years did you serve in the military? _____
What military skills do you possess that would be an asset for this position? _____



Previous Employment

Employer Name: _____

Job Title: _____ Supervisor Name: _____

Employer Address: _____

City: _____ State: _____ Zip Code: _____

Employer Telephone: _____ Dates Employed: _____

Reason for leaving: _____

Employer Name: _____

Job Title: _____ Supervisor Name: _____

Employer Address: _____

City: _____ State: _____ Zip Code: _____

Employer Telephone: _____ Dates Employed: _____

Reason for leaving: _____

Employer Name: _____

Job Title: _____ Supervisor Name: _____

Employer Address: _____

City: _____ State: _____ Zip Code: _____

Employer Telephone: _____ Dates Employed: _____

Reason for leaving: _____



Have you ever been dismissed, involuntarily terminated or forced to resign from employment?
Yes No

Please explain: _____

References

Reference (Name, Title)	Contact Information
1. _____	_____
2. _____	_____
3. _____	_____

I understand that the companies listed on my application for employment may be contacted for a reference as part of the hiring process. I authorize the release of information and release each from any and all claims or liabilities arising from my application for employment with this agency.

I certify that the answers given in this application are true to the best of my knowledge. I understand that the use of this application form does not indicate that there are any positions open and does not in any way oblige HYSB.

In consideration of my employment, I agree to conform to the policies and procedures of HYSB, as they may from time to time be implemented and revised, and that my employment and compensation are "at-will" and can be terminated with or without cause at any time for lawful reason at the option of either HYSB or myself. I understand that false or misleading information given in my application, resume, interview or during the course of my employment may result in the withdrawal of a job offer or discipline up to and including termination of employment, whenever the omission or falsehood is discovered. I understand that acceptance for employment shall depend on satisfactory replies from my references and any other required background checks or pre-employment tests. I understand that if I am paid a weekly salary rather than an hourly rate, that salary is intended to compensate me for all hours worked, including any hours in excess of 40 hours in a work week.

Applicant Signature: _____ Date: _____