



# MUSKEGON RIVER YOUTH OPPORTUNITY

## MUSKEGON RIVER YOUTH HOME, INDIANA

### APPLICATION FOR EMPLOYMENT

**PLEASE PRINT**

Date of Application \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Position(s) Applying For \_\_\_\_\_

Referral Source \_\_\_\_\_ Advertisement \_\_\_\_\_ Employee  
\_\_\_\_\_ Relative \_\_\_\_\_ Walk-in \_\_\_\_\_ Other

Name of Source (If Applicable)

\_\_\_\_\_

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

Address \_\_\_\_\_  
Street City State Zip Code

Maiden Name or Aliases: \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ - Social Security No. \_\_\_\_\_ - \_\_\_\_\_

If necessary, best time to call you at home is \_\_\_\_\_

May we contact you at work?..... Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, work number and best time to call ( ) \_\_\_\_\_ - Time \_\_\_\_\_

Have you filed an application here before?..... Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give date..... / /

Type of employment desired \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary

Are you on lay-off and subject to recall?..... Yes \_\_\_\_\_ No \_\_\_\_\_

Will you work overtime if required?..... Yes \_\_\_\_\_ No \_\_\_\_\_

Are you available to work different shifts?.....  Yes  No

Have you ever been arrested and/or charged with a misdemeanor or felony? If yes, please explain on Page 4.....  Yes  No

Have you ever been investigated for or had allegations of child abuse or neglect? If yes, please explain on Page 4. . . . .  Yes  No

**Employment History**

List your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comments section on Page 4.

Name/Address \_\_\_\_\_

Job Title \_\_\_\_\_ Telephone No. ( ) - \_\_\_\_\_

Your Supervisor \_\_\_\_\_ Their Job Title \_\_\_\_\_

Reason for Leaving? \_\_\_\_\_

Dates Employed....From \_\_\_\_\_ To \_\_\_\_\_

Starting Salary \_\_\_\_\_ per \_\_\_\_\_ Ending Salary \_\_\_\_\_ per \_\_\_\_\_

May we contact for reference?.....  Yes  No  Later

Name/Address \_\_\_\_\_

Job Title \_\_\_\_\_ Telephone No. ( ) - \_\_\_\_\_

Your Supervisor \_\_\_\_\_ Their Job Title \_\_\_\_\_

Reason for Leaving? \_\_\_\_\_

Dates Employed....From \_\_\_\_\_ To \_\_\_\_\_

Starting Salary \_\_\_\_\_ per \_\_\_\_\_ Ending Salary \_\_\_\_\_ per \_\_\_\_\_

May we contact for reference?.....  Yes  No  Later

Name/Address \_\_\_\_\_

Job Title \_\_\_\_\_ Telephone No. ( ) - \_\_\_\_\_

Your Supervisor \_\_\_\_\_ Their Job Title \_\_\_\_\_

Reason for Leaving? \_\_\_\_\_

Dates Employed....From \_\_\_\_\_ To \_\_\_\_\_

Starting Salary \_\_\_\_\_ per \_\_\_\_\_ Ending Salary \_\_\_\_\_ per \_\_\_\_\_

May we contact for reference?.....  Yes  No  Later

**Educational Background**

List last three (3) schools attended, starting with last school.

Name/Address \_\_\_\_\_

No. Years Completed \_\_\_\_\_ Degree/Diploma \_\_\_\_\_ Major \_\_\_\_\_  
Name/Address \_\_\_\_\_

No. Years Completed \_\_\_\_\_ Degree/Diploma \_\_\_\_\_ Major \_\_\_\_\_  
Name/Address \_\_\_\_\_

No. Years Completed \_\_\_\_\_ Degree/Diploma \_\_\_\_\_ Major \_\_\_\_\_

**References**

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name/Address \_\_\_\_\_

Telephone No. ( ) - \_\_\_\_\_ Years Known \_\_\_\_\_

Name/Address \_\_\_\_\_

Telephone No. ( ) - \_\_\_\_\_ Years Known \_\_\_\_\_

Name/Address \_\_\_\_\_

Telephone No. ( ) - \_\_\_\_\_ Years Known \_\_\_\_\_

**Skills and Qualifications.** Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work with our organization.

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List special accomplishments, publications, awards. (Exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

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List any additional information you would like us to consider, and/or supplement any answers to questions as is necessary.

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Driver's license number \_\_\_\_\_ State \_\_\_\_\_

Expiration date: \_\_\_\_\_

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

**I give the Employer the right to investigate all references and to secure additional information about me, if job related.** I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary to fill out a new application.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_