

**Western Youth Services**

23461 South Pointe Drive, Suite 220
Laguna Hills, CA 92653
Phone: (949) 855-1556 Fax: (949) 951-2871

Employment Application

An equal opportunity employer

Please Print

Last Name First Name Middle Initial Date

Other names by which you have been known (for data verification and reference checking purposes)

Home Phone Business Phone Email Address

Present Address City State Zip

Permanent Address (if different from present address) City State Zip

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Are you eligible to work in the U.S. and able to provide the necessary documents? ☐ Yes ☐ No

Are you under 18? ☐ Yes ☐ No If you are under 18 you may be required to provide a work permit.

Instructions for answering the following question regarding criminal record history:

Due to the nature of the work and the services provided, WYS is required by federal, state and/or local law to conduct criminal history background checks.

All applicants please consider the following question regarding your criminal record history: Do not respond 'Yes' for arrests or detentions that did not result in conviction; referrals to, and participation in, any pretrial or post-trial diversion program; marijuana-related conviction more than two years old.

Have you ever been convicted of a crime? ☐ Yes ☐ No

If Yes, what was (were) the offense(s)?

Date(s) and place(s) of conviction

A conviction record will not necessarily be a bar to employment. Factors such as age at the time of the offense, type of offense and relevance to the job for which you are applying, seriousness and nature of the offense, and rehabilitation will be taken into account.

How did you hear about this opportunity? ☐ WYS.org website ☐ Other website* ☐ Agency* ☐ Employee Referral* ☐ Other*

*Name of Referral: (If referred by an employee that you are related to, provide relationship)

Have you ever been employed by or contracted with WYS? ☐ Yes ☐ No If Yes: ☐ Regular Employee ☐ Temporary ☐ Contractor

What position did you hold? Manager's Name

Employment Interest

Position Applying For Salary Desired Date Available

Have you interviewed for another position at WYS? ☐ Yes ☐ No If yes, what position and when? _____

Education, Training and Experience

Indicate last level completed: ☐ High School ☐ College or University ☐ Graduate School

Name of High School, Technical School, and College	City, State	Major	Degree

Additional education, vocational, professional, military, subjects of special study or other information you feel may be helpful to us in considering your application:

Answer the following questions if you are applying for a professional position:

Are you licensed/certified for the job applied for? ☐ Yes ☐ No

Name of license/certification: _____ Issuing state: _____ License/certification number: _____

Has your license/certification ever been revoked or suspended? ☐ Yes ☐ No

If yes, state reason(s), date of revocation or suspension, and date reinstated: _____

Business References

List below three persons not related to you who have knowledge of your work performance, within at least the last three years.

Name	Email Address	Phone	Business Relationship

Employment History

Please list most recent employer first and complete this section even if attaching a resume.

1. _____
Company Name

Street Address City State Zip

May we contact employer ☐ Yes ☐ No Starting Job Title Final Job Title

Supervisor's Name and Title Phone Number

Reason for Leaving Dates of employment: From (mm/yyyy) To (mm/yyyy)

2.
Company Name

Street Address City State Zip

May we contact employer ☐ Yes ☐ No

Starting Job Title Final Job Title

Supervisor's Name and Title Phone Number

Reason for Leaving Dates of employment: From (mm/yyyy) To (mm/yyyy)

3.
Company Name

Street Address City State Zip

May we contact employer ☐ Yes ☐ No

Starting Job Title Final Job Title

Supervisor's Name and Title Phone Number

Reason for Leaving Dates of employment: From (mm/yyyy) To (mm/yyyy)

Read Carefully and Sign

I certify that the information contained in this application is correct to the best of my knowledge, and I understand that any misstatement or omission of information is grounds for ending the hiring process or dismissal. I authorize verification of information provided on this application; and authorize the references listed above to give you all pertinent information concerning my previous employment; and release all parties from all liability of any damage that may result from furnishing same to WYS. In consideration of my employment, I agree to conform to the rules and regulations of Western Youth Services. I further agree there is no agreement express or implied between WYS and me for continuing or long-term employment. Accordingly, either I or WYS may terminate the employment relationship at any time with or without notice, with or without cause. While directors, managers or supervisors (non-clinical) have certain hiring authority, no director, manager, supervisor, or representative of WYS has any authority to alter the at-will relationship.

Western Youth Services is committed to providing a safe and productive environment for our staff and clients. To achieve that goal, we conduct background checks for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history and motor vehicle history.

Signature:

Date: