Arkansas Sheriffs’

 Youth Ranches

 100 St. Vincent Place, Batesville, AR 72501 **Application for Employment**

We consider applicant for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legal protected status.

Position Sought: Date:

Name:

Address: City:

State: Zip Code: Phone Number: 2nd Number:

Date Available to Work: Desired Salary:

Are you a U.S. citizen, or are you otherwise authorized to work in the U.S. without any restrictions? Yes No

If yes, can you provide proper identification? Yes No

Do any of your friends/relatives work for ASYR? Yes No If so, who?

Have you lived in Arkansas for the last consecutive 6 years? Yes No

Please list number of children and ages living in your household:

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| **Work History:** (Start with current or most recent employer) |

1) Employer: Job Title:

Address:

Dates Employed: Starting Salary: Ending Salary:

Duties Performed:

Supervisor: Phone Number:

Reason for Leaving: **May we contact this employer? Yes No**

2) Employer: Job Title:

Address:

Dates Employed: Starting Salary: Ending Salary:

Duties Performed:

Supervisor: Phone Number:

Reason for Leaving: **May we contact this employer? Yes No**

3) Employer: Job Title:

Address:

Dates Employed: Starting Salary: Ending Salary:

Duties Performed:

Supervisor: Phone Number:

Reason for Leaving: **May we contact this employer? Yes No**

4) Employer: Job Title:

Address:

Dates Employed: Starting Salary: Ending Salary:

Duties Performed:

Supervisor: Phone Number:

Reason for Leaving: **May we contact this employer? Yes No**

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| **Education:** (Proof of completion will be required) |

School: Degree Awarded: Years:

School: Degree Awarded: Years:

School: Degree Awarded: Years:

Additional Education, Certifications or Qualifications:

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| **Personal References:** If references are unreachable during business hours and/or the phone number given is incorrect, the application will be considered incomplete. References can not be family members. |
| **Name** | **Phone Number** | **Address** | **Relationship** |
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| **Criminal History:** |

Have you ever been convicted of a **felony or misdemeanor**? Yes No If yes, please explain:

Have you ever been listed on the child maltreatment central registry in any state as a perpetrator of child maltreatment? Yes No If yes, please explain:

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| **Pre-employment Requirements (Must be completed by all new employees):** |

* Must be 21 years old **(Direct Care Staff Only)**.
* Arkansas Sheriffs’ Youth Ranch is a drug/alcohol free workplace.
* Must pass a criminal record history check and child maltreatment background check.
* If applicable, must be eligible to be insured to drive ASYR vehicles.
* Must successfully complete all aspects of orientation and training.

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| **Applicant’s Statement:**  |

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that I may be contacted for an interview by an employee of Arkansas Sheriffs’ Youth Ranches. I understand that an interview is not an employment offer, nor will the interviewer be authorized to make an employment offer. All employment offers for Arkansas Sheriffs’ Youth Ranches come from the office of Human Resources after the interview and after full investigation of pre-employment requirements.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of this employer.

**Name (Printed) Signature Date**