

Collier Youth Services

160 Conover Road
Wickatunk, NJ 07765
732-946-4771

Collier Youth Services is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, ancestry, national origin, citizenship, age, gender, sexual orientation, marital status, physical or mental disability, carrier status, veteran status or any other characteristic protected by applicable law. Collier Youth Services will endeavor to make a reasonable accommodation to the known physical or mental limitations of a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you require assistance, notify HR in advance of any scheduled interview.

APPLICATION FOR EMPLOYMENT

Date

First Name

Middle Name

Last Name

Street Address

City

State and Zip Code

Mailing Address (if different)

City

State and Zip Code

Home Telephone

Cell Phone

Email Address

Position applying for: _____

Full Time

Part Time

Temporary

Relief

Other: _____

Date Available: _____

Salary Requirement: _____

Have you previously submitted an application for employment to Collier Youth Services?

Yes

No

If yes, please give date(s) applied: _____

Have you ever been employed by Collier Youth Services?

Yes

No

If yes, please list position, dates of employment and reasons for leaving: _____

Referral Source: (please check appropriate box)

Collier Youth Svcs. Web Site

Job Posting/Advertisement*

Collier Youth Svcs. Emp.*

Other*

*Name of Source: _____

If you are a student, do you have working papers?

Not Applicable

Yes

No

EDUCATION

Please list all schools attended. You may attach additional sheets if you require more space

	School Name and Address	Graduated*		Degree or Diploma	Major
		Yes	No		
High School					
College or University					
Graduate School					
Business or Technical School					

*If hired, will you be able to provide either an original diploma or official transcript verifying degree(s) or diploma(s) conferred prior to starting employment? Yes No

If no, please explain: _____

PROFESSIONAL LICENSING/CERTIFICATIONS

Please list professional licenses or certifications relevant to the position that you are applying for.

COMPUTER/OTHER SKILLS

Please list any computer skills/training which is relevant to the position you are seeking.

EMPLOYMENT HISTORY

Even if you have submitted a resume, please complete this section of the application. List all previous work experience. Begin with any present positions and work back to your first position.

Employer Name	Employment Dates		Job Title
Address	From (Mo/Yr)	To (Mo/Yr)	Responsibilities
			Supervisor's Name/Title
Telephone			Reason for leaving
Employer Name	Employment Dates		Job Title
Address	From (Mo/Yr)	To (Mo/Yr)	Responsibilities
			Supervisor's Name/Title
Telephone			Reason for leaving
Employer Name	Employment Dates		Job Title
Address	From (Mo/Yr)	To (Mo/Yr)	Responsibilities
			Supervisor's Name/Title
Telephone			Reason for leaving
Employer Name	Employment Dates		Job Title
Address	From (Mo/Yr)	To (Mo/Yr)	Responsibilities
			Supervisor's Name/Title
Telephone			Reason for leaving

Can we contact all former employers for a reference? Yes No

If no, please explain: _____

PROFESSIONAL REFERENCES

Please provide the names, addresses and telephone numbers of **3 professional** references (**excluding relatives**)

1.	Name: _____ Address: _____ Daytime Telephone Number: (_____) _____ Professional Relationship: _____
2.	Name: _____ Address: _____ Daytime Telephone Number: (_____) _____ Professional Relationship: _____
3.	Name: _____ Address: _____ Daytime Telephone Number: (_____) _____ Professional Relationship: _____

DISCLAIMER AND ACKNOWLEDGEMENT

I certify that the information contained in this application is correct and to the best of my knowledge. I understand that any omissions and/or misrepresentations are cause for cancellation of this application and withdrawal of an offer of employment and/or termination of employment.

I authorize any person, organization or company listed on this application to furnish you with any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.

In consideration for my employment, I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation to hire me. If hired, I understand and accept that employment with Collier Youth Services is "at-will", which means that we can terminate your employment at any time, with or without cause or notice, likewise you may resign from your employment at any time. I also agree to abide by the rules and regulations of the Collier Youth Services. These rules may be changed, withdrawn, added or interpreted at any time, at the company's sole discretion, without prior notice. If hired, I understand that my employment is contingent upon successful completion of all pre-employment requirements, which include but not limited to criminal history, fingerprinting, proof of certification requirements and/or any other applicable background checks required by CYS, DOE and/or DCF.

Applicant Signature

Date