



Employment Application

Red River Youth Academy is an equal opportunity employer, dedicated to a policy on non-discrimination in employment practices. Please do not include any information on this application that would indicate your age, sex color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability.

Federal law prohibits the employment of unauthorized aliens. All person hired must submit satisfactory proof of employment authorized authorization and identity within three (3) days of hire. Failure to submit such proof within the required time shall result in withdrawal of the employment offer.

Personal Data

First Name _____ Middle _____ Last _____

Street Address _____ City _____ State _____ Zip Code _____

Home Telephone Number _____ Social Security Number _____

Today's Date _____ Date of Birth _____

Number at which we may contact you (_____) _____

Are you 21 years of age or older? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____

If "yes", please explain:

How were you referred to Red River Youth Academy? Please circle the number of the most appropriate response.

- | | | | | | | |
|---------|-----------|----------|---------------|-------------|-------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| College | Recruiter | Employee | Advertisement | No-referral | Other | Walk-In |

Position Preferences

Position you are applying for? _____

Salary Desired: \$_____per Hour Month Year

Schedule Desired: Full Time Part Time # of hours per week _____

Could you work overtime? Yes No

What date are you available to start? _____

Availability:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Education

High School

School Name: _____

City and State: _____

Degree received or # of years completed: _____

Major: _____

Grade Point Average: _____ Years Attended: _____

College

School Name: _____

City and State: _____

Degree received or # of years completed: _____

Major: _____

Grade Point Average: _____ Years Attended _____

Graduate School

School Name: _____

City and State: _____

Degree received or # of years completed: _____

Major: _____

Grade Point Average: _____ Years Attended: _____

List any job related certificates or training programs, (earned or in progress), not included in your formal education:

List any job related professional organizations to which you belong (*please do not list activities of social organizations which would indicate age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability*):

Previous Employment

List your current or most recent employer first and other employer in chronological order. Include work related internships, military and volunteer work. All employers listed are subject to contact once a job is offered by the Academy.

Current or Most Recent Employer: _____

City and State: _____

Telephone Number: _____

Supervisor's Name and Title: _____

Your Position/ Title: _____

Reason for leaving: _____

Salary: _____ per hour or year

Dates of employment: From: _____ To _____

May we contact this employer? Yes No

Previous Employer: _____

City and State: _____

Telephone Number: _____

Supervisor's Name and Title: _____

Your Position/ Title: _____

Reason for Leaving: _____

Salary: _____ per hour or year

Dates of Employment: From: _____ To _____

May we contact this employer? Yes No

Previous Employer: _____

City and State: _____

Telephone Number: _____

Supervisor's Name and Title: _____

Your Position/ Title: _____

Reason for Leaving: _____

Salary: _____ per hour or year

Dates of Employment: From: _____ To _____

May we contact this employer? Yes No

Previous Employer: _____

City and State: _____

Telephone Number: _____

Supervisor's Name and Title: _____

Your Position/ Title: _____

Reason for Leaving: _____

Salary: _____ per hour or year

Dates of Employment: From: _____ To _____

May we contact this employer? Yes No

Previous Employer: _____

City and State: _____

Telephone Number: _____

Supervisor's Name and Title: _____

Your Position/ Title: _____

Reason for Leaving: _____

Salary: _____ per hour or year

Dates of Employment: From: _____ To _____

May we contact this employer? Yes No

For Official Use Only

Hire Date: _____/_____/_____

Department: _____

Start Date: _____/_____/_____

Salary: _____

Position: _____

Location: _____

Notified of New Hire: _____/_____/_____

Notified of Training: _____/_____/_____

New Hire Packet Issued: _____/_____/_____

Physical Scheduled: _____/_____/_____

Orientation/Training Dates: _____/_____/_____

Interviewed by: _____

RELEASES AND APPLICANT'S SIGNATURE

Background Checks: In connection with my application for employment and as a condition of continuing employment, I understand that investigative background inquiries may be made on me including previous employers, schools, consumer credit, criminal background, motor vehicle records, and other reports. These reports will include information as to my character, work habits, performance, education, compensation and experience along with reasons for termination of employment from previous employers. Furthermore, I understand that the Academy or its representatives may be requesting information from various federal, states and other agencies which maintain records, concerning my past activities relating to my driving, credit, criminal, civil and other experiences as well as claims involving me in the files of insurance companies. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved in obtaining such reports from liability and responsibility for doing so. This authorization and consent shall be valid in original, fax, or photocopy form.

At-Will Termination: All hiring and employment at Red River Youth Academy is at will. I understand this application is not an employment contract, nor can it be used to create one. Employment by Red River Youth Academy has no specific terms and may be terminated by the employee or Red River Youth Academy with or without notice. I acknowledge that Red River Youth Academy has not made any promises or representations that differ from those contained in this paragraph.

Right to Work: I understand that if I am offered a position with Red River Youth Academy, I must provide satisfactory documentation to establish my identity and right to work in the United States, and that failure to provide this evidence or falsification of such evidence will result in the termination of my employment.

Skill Qualification: I have been provided with a job description of the position for which I am applying, and understand that I must pass a skills qualification exam, based on the orientation training received, and that continuation of employment requires I pass that exam at 90% or better.

Truthfulness of Information: I certify that the information I have furnished on this application from, and on all other forms, documents, resumes, and questionnaires related to this application for employment are true and complete to the best of my knowledge. I understand that if any misrepresentation has been made by me verbally or in writing on this or any other document related to my employment, any offer of employment made to me may be withdrawn or my subsequent employment with Red River Youth Academy may be terminated.

Applicant Signature _____ Today's Date _____