

Vashti Center, Inc.

Application for Employment

Date _____

Attention: Vashti requires all new employees to have a physical examination, submit to a drug screen, and a have PPD test for tuberculosis prior to reporting to work and at other specified intervals.

All applicants must be at least 21 years of age to be employed at Vashti. When submitting your application, we must have a copy of your driver's license, social security card, and proof of education.

Any offer of employment with the Vashti Center is contingent upon a clear Criminal Records Check. If the Criminal Records Check is not clear, any offer of employment is rescinded. I also understand that at the time of hire I will be required to provide three (3) written references other than relatives and current employees of Vashti. Forms will be provided for my use. I also understand that at the time of hire and at other specified intervals, I will be required to submit to a drug screen.

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of non-job-related medical condition or handicap.

Please understand that false or misleading information on this application is a reason in itself for denial or discharge from employment.

Signature of Applicant

Date

ARE YOU AT LEAST 21 YEARS OF AGE? YES () NO ()

NAME:

Last First Middle

ADDRESS: _____ MAIDEN NAME: _____

_____ HOME PHONE#: _____

_____ BUSINESS PHONE#: _____

Where can you be reached during the day? _____

Position (s) applied for: _____ Full time ____ Part time ____

Referral Source: Advertisement () Friend () Relative () Employment ()

Other _____

On what date would you be available for work? _____

If applying for a Mental Health Technician position can you work a flexible, varying schedule? (any shift, any day) Yes () No () If no please explain:

Person to notify in case of an emergency: Name: _____

Address: _____ Telephone Number _____

_____ Relationship _____

Proof of citizenship will be required if you are hired. Are you a United States citizen or a legal alien with a green card? Yes () No ()

Have you ever been convicted of a felony? Yes () No ()

If yes, please explain: _____

Do you have a criminal record? Yes () No () If yes, please explain: _____

NOTE: "CRIMINAL RECORD" MEANS:

1. Conviction of a crime; or
2. Arrest, charge, and sentencing for a crime where:
 - A. A plea of *nolo contendere* was entered to the charge; or
 - B. First offender treatment without adjudication of guilt pursuant to the charge was granted; provided, however that this division shall not apply to a violation of O.C.G.A.

Sec. 16-13-1 et seq., relating to controlled substances, or any other offense committed in another jurisdiction which, if it were committed in this state, would be a violation of O.C.G.A. Sec. 16-13-1 et seq. If such violation or offense constituted only simple possession; or

C. Adjudication or sentence was otherwise withheld or not entered on the charge; provided, however, that this division shall not apply to a violation of O.C.G.A. Sec. 16-13-1 et seq. Relating to controlled substances, or any other offense committed in another jurisdiction which, if it were committed in this state, would be a violation of Chapter 13 of Title 16 if such violation or offense constituted only simple possession; or

3. *Arrest and being charged for a crime if the charge is pending, unless the time of prosecuting such crime has expired pursuant to O.C.G.A. Sec. 17-3-1 et seq.*

Have you ever been shown by credible evidence, e.g., a court order or jury, a department investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct? Yes () No ()
) If yes, please explain: _____

Are you in all respects able to perform adequately the job duties for which you are applying? Yes ()
No () If no, please explain: _____

Some positions at Vashti Center, Inc. involve direct supervision of children. Spiritual growth and development is a part of the “plan of care” for each child. Will you have a problem with attending church with the children if this applies to your position?
Yes () No () If yes, please explain: _____

List specific skills and/or interests you have that you could use in this job: _____

List professional organizations, licenses, or certificates: _____

Do you have a valid driver’s license? Yes () No ()

If yes, is it from Georgia or the state in which you will be living while working at Vashti?

Yes () No ()

If no, are you willing to get a Georgia driver’s license? Yes () No ()

List any citations and moving violations you have accrued in the last 5 years. _____

Have you ever received a ticket for DUI? Yes () No ()

EDUCATION BACKGROUND:

High School

Name and address of High School attended _____

Highest year of High School completed — 9 10 11 12 (Circle one)

Did you receive a Certificate Diploma GED (Circle one)

If you obtained a GED, where did you receive it from? _____

Date of graduation — _____

Vocational Training

Name and address of Vocational or Training school attended _____

Did you complete the program or course? Yes () No ()

Area of certification _____ Date received _____

College or University

Name and address of College or University attended _____

Did you graduate? Yes () No () Type of Degree AA BA BS (Circle one)

If no degree obtained, total number of hours completed _____ QTRS-SEM (Circle one)

Major _____ Minor _____

Date of graduation _____

Graduate/Professional

Graduate/Professional school attended _____

Did you graduate? Yes () No () Date graduated _____

Major _____

If no degree obtained, total number of hours completed _____ QTRS-SEM (Circle one)

Describe specialized training, apprenticeship, skills, and extra-curricular activities: _____

State any additional education, honors, or activities that you feel may be helpful to us in considering your application: _____

COMPLETE TEN-YEAR WORK HISTORY: Begin with current or most recent employment.

Enter any lapse in time between jobs in the space provided with explanation.

May we contact your current employer? Yes () No ()

Date after which we may contact your employer: _____

1.

Employer: _____ Address: _____

Telephone #: _____ Job Title _____

Date Employed: From _____ To: _____ Hourly Rate: Start _____ End _____

Supervisor _____ Work performed: _____

Reason for leaving: _____

Any time lapse between jobs _____

2.

Employer: _____ Address: _____

Telephone #: _____ Job Title _____

Date Employed: From _____ To: _____ Hourly Rate: Start _____ End _____

Supervisor _____ Work performed: _____

Reason for leaving: _____

Any time lapse between jobs _____

3.

Employer: _____ Address: _____

Telephone #: _____ Job Title _____

Date Employed: From _____ To: _____ Hourly Rate: Start _____ End _____

Supervisor _____ Work performed: _____

Reason for leaving: _____

Any time lapse between jobs _____

4.

Employer: _____ Address: _____

Telephone #: _____ Job Title _____

Date Employed: From _____ To: _____ Hourly Rate: Start _____ End _____

Supervisor _____ Work performed: _____

Reason for leaving: _____

Any time lapse between jobs _____

5.

Employer: _____ Address: _____

Telephone #: _____ Job Title _____

Date Employed: From _____ To: _____ Hourly Rate: Start _____ End _____

Supervisor _____ Work performed: _____

Reason for leaving: _____

Any time lapse between jobs _____

VASHTI CENTER, INC.

AUTHORIZATION FOR RELEASE OF INFORMATION

I do hereby authorize Vashti Center Inc. to request any person or persons, each former employer, any firm or corporation, any education institution, any police or court authority, or public safety agencies, to give any information and answer all questions asked covering my ability, work, salary, and moral character in connection with my application. I hereby authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I certify that all information on this application is correct. I have not given any false statements concerning my qualification requirements.

Date

Signature of Applicant

TYPE OR PRINT

Last Name

First

Middle

Maiden

Street Address

City

State

Zip

()

Area Code

Telephone Number

Social Security Number

Vashti Center, Inc.

Affirmative Action Survey

Submission of information is voluntary.

Applicants are considered for all positions for which they qualify and/or without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, or handicap.

As employers/government contractors, we comply with government regulations and affirmative action guidelines.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out this Affirmative Action Survey. We would appreciate your cooperation.

This data is for periodic government reporting and will be kept in a confidential file separate from the application for employment.

PLEASE PRINT

Date _____

Name _____ Telephone _____
Last First Middle

Address: _____
Street City State Zip

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. The data is for analysis and affirmative action only. Submissions of information is voluntary.

Do you choose to complete this survey? Yes () No ()

If no, stop here.

Position(s) applied for _____

Is your age () under 21 () 21-35 () 36-47 () 48-53 () 54-65 () Over 65

Check one: Male () Female ()

Check one of the following: Race/Ethnic Group:

- () White () American Indian/Alaskan Native
() Black () Asian/Pacific Islander
() Hispanic () Other

Check if any of the following are applicable:

- () Vietnam Era Veteran () Disabled Veteran () Handicapped Veteran