

Your Neighborhood Learning Center

Employment Application

YNLC does not discriminate in hiring or employment on the basis of race, age, national origin, color, sex, handicap, or pregnancy. This policy applies to hiring, training, promotion, salaries, layoffs, transfers, benefits, supervision, compensation, termination, social and recreational programs, and all other aspects of employment.

ALL SECTIONS OF THIS APPLICATION MUST BE FULLY COMPLETED. USE "N/A" FOR NOT APPLICABLE IF YOU HAVE NO INFORMATION TO RECORD. PLEASE PRINT CLEARLY.

Position Applying For: _____

Date Available: _____ Expected Pay: _____

Name _____

Address: _____

Phone: _____ Are you 18 years or older: _____

Email: _____

Certificates/Licenses/Credentials

Type: _____ Date: _____

Type: _____ Date: _____

Type: _____ Date: _____

Oklahoma Registry Level: _____ Expiration Date: _____

Education

College/University: _____ Area of Study: _____

College/University: _____ Area of Study: _____

College/University: _____ Area of Study: _____

Employment History

Employer: _____ Dates: _____

Job Duties: _____

Supervisor : _____ Phone: _____

Employer: _____ Dates: _____

Job Duties: _____

Supervisor : _____ Phone: _____

Employer: _____ Dates: _____

Job Duties: _____

Supervisor : _____ Phone: _____

Personal References

Please list two professional references and two personal references. No relatives or former supervisors. Two references must have known for more than 2 years. References will be sent an email form to complete and returned. All references MUST be returned before any offer of employment can be given. Please print legibly.

Name: _____ Email: _____

Years known: _____ Relation: _____

Name: _____ Email: _____

Years known: _____ Relation: _____

Name: _____ Email: _____

Years known: _____ Relation: _____

Name: _____ Email: _____

Years known: _____ Relation: _____

Personal Background

Are you a Christian? Yes: _____ No: _____ What church do you attend? _____

Do you attend regularly? Yes: _____ No: _____ How long? _____

Have you ever been suspended, dismissed or released from a position? _____

If so please explain: _____

Have you ever pleaded guilty or been convicted for a crime? _____

If so please explain: _____

Have you lived outside of Oklahoma in the last 5 years? Yes: _____ No: _____

Will you be able to clear a Federal Background check? Yes: _____ No: _____

All applicants chosen for employment must be able to produce a social security card, driver's license, or some other acceptable form of verification of employment eligibility in the United States pursuant to Form I-9 of the U.S. Department of Justice. Any offer of employment, Will be written and is contingent on Your Neighborhood Learning Centers verification of credentials and references, and cleared criminal background.

I certify that the statements in this application are true, complete, and not misleading to the best of my knowledge, and I authorize investigation of all statements contained herein. I hereby release from all liability any persons or organizations furnishing such information. I understand that I will be subject to disqualification or dismissal if any statement in this application is found to be untrue.

Signature : _____ Date: _____