

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE



YOUNGSTOWN
NEIGHBORHOOD
DEVELOPMENT CORPORATION

APPLICATION FOR
EMPLOYMENT

BASIC INFO:

DATE _____

Name _____
Last First Middle Maiden

Address _____
Number Street City State Zip

How long have you lived there _____ Social Security No. - -

Telephone _____

Position applied for: _____

Days/hours available to work:

How did you hear about the position:

- Any
 Monday- Friday 7:30am to 4:00pm
 Monday –Friday, some Saturdays

When could you start? _____

Can you work nights? Yes No

| EDUCATION: | NAME OF SCHOOL | LOCATION (City, State) | DEGREE |
|-------------|----------------|---------------------------|--|
| High School | | | <input type="checkbox"/> Diploma <input type="checkbox"/> GED |
| College | | | <input type="checkbox"/> Associate/Bachelor's <input type="checkbox"/> Graduate/Professional <input type="checkbox"/> Some, not complete |
| Other | | | |

BACKGROUND:

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? No Yes

If yes, please explain.

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DRIVING RECORD:

DO YOU HAVE A DRIVER'S LICENSE? Yes No

How will you get to work? Drive Myself Family/Friend Bus Bike Other _____

Driver's license
number _____ State _____ Operator Commercial (CDL)

Expiration date _____

Have you had any accidents during the past 3 years? Yes No How many? _____

Have you had speeding tickets during the past 3 years? Yes No How Many? _____

REFERENCES: Please list two (other than relatives or previous employers)

Name _____

Name _____

Job Title _____

Job Title _____

Company _____

Company _____

Address City: _____

Address City: _____

State: _____

State: _____

Telephone _____

Telephone _____

SKILLS: Ex. Have used push mower, riding mower, etc. Can drive trucks with trailers attached. BE SPECIFIC.

-
-
-
-
-
-
-
-
-

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MILITARY:

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience: Please list your work experience for the **past five years** beginning with your most recent job.
Use back of the page if necessary.

| Your job title: _____ | Supervisor's Name | Employment dates | Pay |
|--|-------------------|--------------------------|-----|
| Name of company: _____ City, State _____ Phone number: _____ | | Start _____ End _____ | |

Reason for leaving (be specific): _____

List the duties performed.

-
-
-
-

| Your job title: _____ | Supervisor's Name | Employment dates | Pay |
|--|-------------------|--------------------------|-----|
| Name of company: _____ City, State _____ Phone number: _____ | | Start _____ End _____ | |

Reason for leaving (be specific): _____

List the duties performed.

-
-
-
-

May we contact your present employer? Yes No

Did you complete this application yourself Yes No If not, who did? _____

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Youngstown Neighborhood Development Corporation creates an actual or implied contract of employment. I understand that, if I accept employment with Youngstown Neighborhood Development Corporation, it will be on an at-will basis. This means that either Youngstown Neighborhood Development Corporation or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing if requested by Youngstown Neighborhood Development Corporation and release Youngstown Neighborhood Development Corporation and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize Youngstown Neighborhood Development Corporation to investigate information concerning my education, employment experiences, consumer reports and all other aspects of my background relevant to my proposed employment. I release Youngstown Neighborhood Development Corporation and its employees from all liability arising from such investigation.

Your signature below indicates your agreement with the following statements:

By signing my name on the line below I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my employment application and information.

Signature of applicant: _____

Date: _____

Youngstown Neighborhood Development Corporation is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with us depends solely on your qualifications.



820 Canfield Road
Youngstown, Ohio 44511
Phone: 330.480.0423
Fax: 330.259.7575
Email: info@yndc.org

**DISCLOSURE UNDER
FAIR CREDIT REPORTING ACT
AND
CONSENT TO PROCUREMENT OF
CONSUMER REPORT
FOR
EMPLOYMENT PURPOSES**

The undersigned hereby authorizes Youngstown Neighborhood
Development Corporation.
(name of company)

or it's insurance agency, JAMES & SONS, or it's assigns, to obtain copies of consumer reports, including a motor vehicle report, pertaining to me for employment purposes, and for use in rating and/or underwriting insurance for which the above named employer may apply, and any renewal thereof. I understand that in obtaining such consumer reports, a consumer reporting agency may be used, and I do hereby authorize such use.

(Driver's Name-PRINT)

(Social Security Number)

(Drivers Signature)

(Driver's License Number)

(Date)

(Driver's License State)

(Date of Birth)