



1656 East 12th Street
Casper WY 82601
307-577-5718

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No: _____

Drivers License:
(state and number) _____

Are you at least 21 years of age YES NO Are you available to work weekends & holidays? YES NO

Are you available to work overtime? YES NO Are you available to work overnight? YES NO

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

In the past 5 years, have you lived in States other than Wyoming? YES NO

If yes, which States? _____

Do you have any physical conditions which may limit your ability to perform the functions of this job for which you are applying? YES NO

If yes, explain: _____

Have you ever been convicted of a felony? YES NO Disclosure of this information does not necessarily prohibit you from employment.

If yes, explain: _____

Education

High School (equivalent): _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College/Trade School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Three Personal References (Not related)

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Employment History (Most Current First)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Starting Salary: \$ _____ Ending Salary: \$ _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I also understand neither this application nor any subsequent commitment of employment, nor any policy or procedure adopted by the Youth Crisis Center, Inc. constitutes a contract of employment between myself and the Youth Crisis Center, Inc. If a contract is to exist, it shall be in writing and executed by an officer of the Youth Crisis Center, Inc. specifically authorized to enter into the contract and myself. I understand that all other employment with the Youth Crisis Center, Inc. is AT WILL EMPLOYMENT ONLY.

I understand this application for employment is valid for no more than one hundred twenty (120) days. After that, I must resubmit my application in order to be considered for employment at the Youth Crisis Center, Inc.

Signature: _____ Date: _____

Authorization for Release of Information for the Office of Inspector General

Legal Full Name: _____ Date: _____
Last First M.I.

Other names or aliases know by: _____

JOB REQUIREMENTS

- Be at least 21 years of age and possess at least a high school diploma or equivalent.
- Be able to pass local, state, and federal background checks.
- Be able to pass a T.B. test.
- Have reliable transportation to and from work.
- Willing to work any shift, on occasion, to assist the team with coverage of vacation, staff illness, etc. (Staff are generally assigned a set schedule)
- Willing to adapt to changes as the job changes.

****YOUTH CRISIS CENTER IS A SMOKE FREE ENVIROMENT. SMOKING IS NOT ALLOWED ON THE PROPERTY**