

Joy Ranch Christian Home for Children

P.O. Box 727
Hillsville, VA 24343
276/236-5578
276/236-8515 FAX

Application For Employment

Prospective employees will receive consideration without discrimination because of race, color, sex, age, national origin, disability, veteran status or retaliation.

Personal

Last Name	First	Middle	Date
Street Address			Home Telephone () ()
City			Cell Phone () ()
State		Zip	Email Address
Position Desired			Pay Expected \$
When will you be available for work?			Are you 21 years of age or older?
Do you have friends or relatives employed by Joy Ranch? Yes No			Are you legally eligible for employment in the United States? _____
If yes, who? _____ What is their relationship to you? _____			How did you hear about the Joy Ranch ministry? _____
Have you applied with us in the past? _____ If so, when? _____			
Are you related to a child or family of a child who is in care at Joy Ranch? Yes No			

Education

School	Name & Location of School	Course of Study	Years Attended	Date Graduated	Degree or Diploma
Graduate					
College					
Business/Trade					
High School					

Employment Experience

Please give accurate, complete full-time and part-time employment record beginning with your present or most recent employer and include any military experience. You may attach an additional sheet if needed.

Company Name	Telephone () ()
Address	Employed - (State Month and Year)
Name of Supervisor	From _____ To _____ Weekly Pay
State Job Title and Describe Your Work	Start _____ Last _____ Reason for Leaving

Company Name	Telephone ()
Address	Employed - (State Month and Year) From To
Name of Supervisor	Weekly Pay Start Last
State Job Title and Describe Your Work	Reason for Leaving

Company Name	Telephone ()
Address	Employed - (State Month and Year) From To
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Company Name	Telephone ()
Address	Employed - (State Month and Year) From To
Name of Supervisor	Weekly Pay Start Last
State Job Title and Describe Your Work	Reason for Leaving

We may contact the employers listed above unless instructed otherwise.

DO NOT CONTACT

Employer _____ Reason _____

Employer _____ Reason _____

Additional Information

_____ CPR/First Aid _____ OSHA Training (Bloodborne Pathogens)
_____ Medication Training _____ Behavior Management
_____ Valid VA Driver's License (or can obtain)
_____ Professional License (*Identify*): _____

Summarize any job-related skills and qualifications acquired from employment, volunteer or other experience including specifically your experience working with children in the 5-18 age group.

State any additional information that may be helpful to us in considering your application, especially in relation to working with children.

Please also complete the brief biography on back page.

Signature

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Offer of employment is contingent upon successful completion of Child Protective Services, FBI and State Police background investigations, drug testing conducted by the employer.

_____ Date

_____ Signature

References (please provide three non-relatives)

1. Name and Relationship to the Applicant	Complete Mailing Address	Phone Number (including area code)
2. Name and Relationship to the Applicant	Complete Mailing Address	Phone Number (including area code)
3. Name and Relationship to the Applicant	Complete Mailing Address	Phone Number (including area code)

FOR EMPLOYER'S USE ONLY

Interview Arranged YES NO Date of Interview _____

References Checked (1) (2) (3)

Employed YES NO

Job Title _____ Date of Employment _____

This form has been designed to comply with state and federal fair employment practice laws prohibiting discrimination on the basis of an applicant's gender or minority status. Questions directly or indirectly reflecting such status have been included only where needed to determine bona fide occupational qualification or for other permissible purposes, such questions are appropriately noted on the application.

(more on back)

