



APPLICATION INSTRUCTIONS AND RELEASE

PLEASE READ AND SIGN BELOW

TO APPLICANT: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS ON PAGE THREE (3). The Civil Rights Act of 1964 and the Americans with Disabilities Act (ADA) of 1990, as amended prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age and citizenship. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way. If the employer decides to employ me, I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason. No one other than the President of Boys & Girls Homes of North Carolina, Inc. has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer of the Board of Trustees. This Company is hereby authorized to make any investigation of my personal history, financial and credit records through any investigative or credit agencies bureaus of your choice. This authorization includes making a driver's record check through the North Carolina Department of Motor Vehicles (or any state that you have had a drivers license) and a criminal state and federal investigation.

In making this application for employment, I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends and/or others. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made. This application is being submitted for the sole purpose of my seeking regular employment for the stated position.

PLEASE PRINT NAME AND SIGN:

SIGNATURE OF APPLICANT

DATE

PREVIOUS EMPLOYERS

PLEASE NOTE: Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the *correct telephone numbers of past employers are critical*. Ask for a phone book or call information if necessary.

MOST RECENT EMPLOYER		<input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently working for this employer?	PHONE ()
COMPANY NAME	CITY	STATE	
FROM	TO		
DATE EMPLOYED	JOB TITLE	SUPERVISOR NAME	
DUTIES			
SALARY	PER	REASONS FOR LEAVING	
	(HOUR, WEEK, MONTH)		

SECOND MOST RECENT EMPLOYER		PHONE ()
COMPANY NAME	CITY	STATE
FROM	TO	
DATE EMPLOYED	JOB TITLE	SUPERVISOR NAME
DUTIES		
SALARY	PER	REASONS FOR LEAVING
	(HOUR, WEEK, MONTH)	

THIRD MOST RECENT EMPLOYER		PHONE ()
COMPANY NAME	CITY	STATE
FROM	TO	
DATE EMPLOYED	JOB TITLE	SUPERVISOR NAME
DUTIES		
SALARY	PER	REASONS FOR LEAVING
	(HOUR, WEEK, MONTH)	

FOURTH MOST RECENT EMPLOYER		PHONE ()
COMPANY NAME	CITY	STATE
FROM	TO	
DATE EMPLOYED	JOB TITLE	SUPERVISOR NAME
DUTIES		
SALARY	PER	REASONS FOR LEAVING
	(HOUR, WEEK, MONTH)	

FIFTH MOST RECENT EMPLOYER		PHONE ()
COMPANY NAME	CITY	STATE
FROM	TO	
DATE EMPLOYED	JOB TITLE	SUPERVISOR NAME
DUTIES		
SALARY	PER	REASONS FOR LEAVING
	(HOUR, WEEK, MONTH)	

EMPLOYMENT REFERENCES: Include only individuals familiar with your work ability. Do not include relatives.

NAME	EMAIL/ADDRESS/PHONE	RELATIONSHIP/ YEARS KNOWN
1.		
2.		
3.		

PERSONAL REFERENCES: Do not include relatives.

NAME	EMAIL/ADDRESS/PHONE	RELATIONSHIP/ YEARS KNOWN
1.		
2.		
3.		

EDUCATION:

NOTE: Do not fill out any part of this section you believe to be non job-related.

Please circle the highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+

If your school records are under a different name than listed on page 1, please enter that name: _____

NAME	CITY/STATE	DATES	DEGREE	MAJOR
HIGH SCHOOL				
COLLEGE				
OTHER				

CERTIFICATION AND RELEASE

I certify that I have read and understand the applicant note on page one of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application, whether on this document or not, may result in rejections of my application or discharge at any time during my employment. I authorize Boys and Girls Homes of NC, Inc. and/or its agents, including consumer reporting bureaus, to verify any of this information. I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release them from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

SIGNATURE	DATE
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APPLICATION SUPPLEMENT

The sentence completion form below and on the reverse side of this page is a valuable tool for assessing your ability to deal with our clients.

Working with our residents requires a great deal of knowledge and understanding of emotional development. Terms and techniques are important, however, a good understanding of one's self is a pre-requisite to helping others. If you should join our staff and share with us the responsibility for the emotional growth of these youth, you will want to be sure that together we have selected you wisely and that we have confidence in your strengths and your abilities.

Please read over each statement below. Make each one into a complete sentence, using any thought or idea which comes to mind. It is not necessary to think them through carefully, since we will not be looking for the "right" answers. We are interested only in understanding you better, in relation to the position for which you are applying. Use the back side of this form if you need more space for your responses.

1. An emotionally disturbed youth _____

2. Discipline means _____

3. A youth who talks back _____

4. Our most valuable gift to other people _____

5. My weakest ability _____

6. A youth who masturbates _____

7. A good supervisor _____

8. When I see aggression _____

9. I want to work with children because _____

10. Describe a time when you tried to persuade a person or a group to do something they did not want to do _____

11. Write about a stressful situation you have experienced. _____

12. Describe a time when you had trouble seeing eye to eye or agreeing with a co-worker. How did you handle it? _____

13. List an example of when you worked as a member of a team to complete a project. _____

14. Describe a time when you were faced with a very difficult decision to make and describe what you did and how it turned out. _____

SIGNATURE	DATE
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Boys and Girls Homes of North Carolina, Inc.

400 Flemington Drive
Post Office Box 127
Lake Waccamaw, North Carolina 28450

**Physical Job Safety Analysis (JSA)
-Application-**

This information is specific to the physical requirements for the safe performance of THIS employee in THIS specific position. **Please complete and return this form with your application.** Thank you!

Employee Information

Today's Date: _____ / ____ / 20 ____

SS# _____

Employee Name: _____

Job Title: _____

Major Physical Job Responsibilities:

(Includes activities i.e. lifting, carrying, walking distance, surface, stairs, repetitive motions, etc.)

- | | |
|--|---|
| 1. <u>Instruct troubled youth</u> | 4. <u>Supervise youth & provide for physical safety</u> |
| 2. <u>Ability to stand, walk and sit</u> | 5. <u>Cognitive skills necessary to make decisions</u> |
| 3. <u>Adequate ability to see and hear</u> | 6. <u>Participate in disciplinary procedures/restraints</u> |

Body Movements – Physical Requirements

(Based on total hours in a typical 8-10 hour)

All Numbers Represent Approximate Hrs.

		Physical Client		Push
Bend at Waist:	3-5			
Twist Upper Body:	3-5	Sports:	1-3	push 1-10: 1-3
Kneel:	1-3	Restraints:	1-3	push 11-25: 1-3
Walk Uneven:	1-3	Other:	NA	push 26-50: 1-3
Climb Stairs/Ladder:	1-3			push 50+: 1-3
Reach over	1-3			

Repetitive Use of Hands for...

Squeezing:	1-3
Keyboarding	1-3
Tool Use:	1-3

	Lift (lbs.):		Pull (lbs):
	Lift 1-10:	1-3	
	Lift 11-25:	1-3	pull 1-10: 1-3
	Lift 26-50:	1-3	pull 11-25: 1-3
	Lift50+:	1-3	pull 26-50: 1-3

Endurance:

Sit:	3-5
Stand:	1-3
Walk:	3-5

Carry	
Carry 1-10:	1-3
Carry 11-25:	1-3
Carry 26-50:	1-3
Carry 50+:	1-3

Time Spent Working:

Indoors:	1-3
Outdoors:	1-3

Signature of Applicant

*Verification that applicant meets the Listed requirements

OTHER INFORMATION

Supervises all aspects of cottage activities for troubled youth in treatment. May be involved in physical restraint situations when needed. Workers must have physical, visual, verbal and cognitive abilities to ensure the safety of youth and co-workers.

Quick Investigations, Inc.

**AUTHORIZATION
FOR
BACKGROUND INVESTIGATION**

To Whom It May Concern:

I, _____, hereby authorize Quick Investigations, Inc. and/or its' agents to make an independent investigation of my background in connection with an application of employment with Boys & Girls Homes of NC, Inc.

I authorize and request any present or former employer, school, police department, court records, including those maintained by both public and private organizations, financial institution or other persons having personal knowledge about me to furnish Quick Investigations, Inc. with any and all information in their possession regarding me for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment. I am willing that a photocopy of this authorization be accepted with the same authority as the original, and I specifically waive any written notice from any present or former employer who may provide information based upon this authorization request.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Print **Full** Name: _____

Print **Maiden Name** or **Other Last Names** Previously Used: _____

Present Address: _____

City: _____ State: _____ Zip Code: _____

Date of Birth (for I.D. purposes only): _____ / _____ / _____

Social Security Number: _____ - _____ - _____

Driver's License Number: _____ State of Issue: _____

Previous Addresses (past 7 years):	Dates:
_____	_____
_____	_____
_____	_____
_____	_____

Signature: _____ **Date:** _____ / _____ / _____