

Juneau Youth Services, Inc.

Juneau Youth Services (JYS) is a non-profit agency providing quality behavioral health services to children and adolescents throughout the Southeast Alaska community. JYS offers a competitive salary and benefit package and excellent career opportunities. JYS is an equal employment opportunity/affirmative action employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, mental or physical ability, or marital or veteran status. No application will be rejected as a result of a disability that, with reasonable accommodations, does not prevent performance of the essential job duties. Applications can be mailed to Juneau Youth Services, PO BOX 32839, Juneau, AK 99803 or faxed to (907) 789-8401.

APPLICATION FOR EMPLOYMENT

Please complete this application in order to be considered for employment. A resume may be submitted in addition to, but not in place of, this application.

How did you hear about us?		
<input type="checkbox"/> Flyer/Bulletin	<input type="checkbox"/> Newspaper-Name: _____	<input type="checkbox"/> University Advertisement
<input type="checkbox"/> State Employment Service	<input type="checkbox"/> Internet Posting-Website: _____	<input type="checkbox"/> Other: _____

Full Legal Name: _____	Date: _____
Physical Address: _____	Home Phone: _____
_____	Work Phone: _____
Month/Year you began living at this address: ____/____	Mobile Phone: _____
Mailing Address: _____	Message Phone: _____
_____	Email: _____

Position Desired: <input type="checkbox"/> Administration <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Mental Health Associate <input type="checkbox"/> Clinician <input type="checkbox"/> Case Manager <input type="checkbox"/> Chemical Dependency Position <input type="checkbox"/> Supervisor <input type="checkbox"/> Other: _____	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (# of hours _____) <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	What days/hours are you <u>NOT</u> available? _____ If hired, when can you start? _____ Salary Desired? _____
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EDUCATIONAL HISTORY:

School Name/City & State	Course of Study	Years Completed	Graduate?	Degree Earned:
High School:		1 2 3 4 5 6	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Diploma Date Received: _____ <input type="checkbox"/> GED Date Received: _____
College/University:		1 2 3 4 5 6	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree: _____ Date Received: _____
College/University:		1 2 3 4 5 6	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree: _____ Date Received: _____
Vocational/Other:		1 2 3 4 5 6	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree: _____ Date Received: _____

Are you currently licensed to practice in the State of Alaska? Yes No
 Licensed Professional Counselor (LPC)# _____
Licensed Clinical Social Worker (LCSW)# _____

EMPLOYMENT HISTORY: (Please cover past 10 years, starting with most recent position and include internships and volunteer experiences)

From	To	Employer	Supervisor	Supervisor's Email (Required)
Job Title		Address		Telephone ()
Salary		List the jobs duties performed, skills used or learned and advancements or promotions while you worked at this company.		May we contact this person? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Reason for leaving/wanting to leave				Avg. hours per week

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RELEVANT SKILLS/TRAININGS/CERTIFICATIONS: (or any other information you'd like to add)

PROFESSIONAL REFERENCES: (List three references, who are not relatives, and who have knowledge of your character)

Name:	Relationship to You:		
Email Address:	Home Phone:	Mobile:	

Name:	Relationship to You:		
Email Address:	Home Phone:	Mobile:	

Name:	Relationship to You:		
Email Address:	Home Phone:	Mobile:	

1.) Have you ever worked for Juneau Youth Services before? Yes No

If yes, what position/program? _____

2.) Do you have a current driver's License? Yes No

If yes, have you had it for at least three years? Yes No

3.) Have you had any traffic or motor vehicle violations in any state over the past three years? Yes No

If yes, please explain: _____

4.) Can you show proof of eligibility to work in the United States? (i.e. Driver's License, passport, birth certificate, etc.) Yes No

5.) Are you related, by blood or marriage, to a current JYS employee and/or Board Member? Yes No

If yes, who? _____

6.) Have you ever been convicted of a misdemeanor or felony OR are you currently under indictment for a charge? Yes No

If yes, please provide date of incident and explain: _____

7.) Are you able to perform the primary duties of this job as outlined in the advertisement, announcement, posting, etc.? Yes No

8.) Have you ever been known by any other name? Yes No

If yes, please provide the name and type of name (i.e. maiden, adoptive, birth, etc.): _____

BACKGROUND CHECK INFORMATION: The following information is needed to conduct a background check per licensing regulations.

Please provide your Social Security#: _____ Birthdate: _____

Place of Birth City: _____ State: _____ Country: _____

10 YEAR RESIDENCY: Please list the city and state of where you have lived over the past ten years. STREET ADDRESSES ARE NOT NECESSARY. Please separate each location by the month/year that arrived and left that place WITH NO GAPS IN TIME. It is very important that this information covers the past ten years as it is need to conduct a background check.

CITY/STATE	ARRIVED (Month/Year)	LEFT (Month/Year)
Juneau, AK	04/2006	present
Oceanside, CA	09/2005	04/2006
Longmont, CO	02/2005	09/2005
Denver, CO	08/2000	02/2005
Oceanside, CA	01/1999	08/2000
La Jolla, CA	07/1997	01/1999
PLEASE PROVIDE YOUR TEN YEAR RESIDENCY INFO BELOW. ATTACH ADDITIONAL PAGE IF NECESSARY		

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the information supplied by me is true and correct to the best of my knowledge and that I have not knowingly withheld or falsified any fact or circumstance. I understand that any falsification, misrepresentation or omission, as well as any misleading statements generally will result in denial of employment or immediate termination if discovered after hire.

I authorize Juneau Youth Services to conduct a background check to investigate whether I have a criminal record or convictions, and if so, the nature of such convictions and all surrounding circumstances of the conviction. Juneau Youth Services has advised me that its criminal background check will focus on convictions and that it will not necessarily disqualify me from employment.

I understand that the information on this application is subject to check and verification by Juneau Youth Services and that any of the employers I have listed on my application or résumé may be asked for information relative to my character and employment record with them. I hereby release from all liability and damage those individuals or companies who provide such information. Reproduced copies of this certification may be used as authorizations for the release of information between my previous employer and Juneau Youth Services.

I understand that my initial and continued employment, if such an agreement is reached, is subject to

- 1.) Obtaining and renewing any and all permits, licenses, or registrations to practice, serve, or work as may be required,
- 2.) Verification of my identity and eligibility to work in the United States,
- 3.) Receipt of a satisfactory criminal background check,
- 4.) Receipt of a satisfactory Division of Motor Vehicles driving record (if required for the position).

I understand that, if employed,

- 1.) I must observe all Juneau Youth Services' policies and procedures,
- 2.) I may be transferred to another department and/or shift,
- 3.) The amount of time I am scheduled to work may be adjusted at the sole discretion of Juneau Youth Services,
- 4.) I am employed without commitment to duration of employment due to fiscal uncertainties, fluctuations in student census, and other business reasons. This means that myself or that Juneau Youth Services may terminate the employment relationship at any time.

I understand the above information and acknowledge that these are conditions of employment if such an agreement is reached.

Please note: The Alaska Health and Social Services licensing regulations prohibit the hire of individuals under indictment, charged by information or complaint, or convicted for actions delineated in licensing regulation 7AAC50.210 and its corresponding state statutes.

Applicant Signature: _____ Date: _____



RELEASE OF INFORMATION AUTHORIZATION FOR BACKGROUND CHECK

I, _____, authorize and consent to any person provided a copy or facsimile of this Release of Information Authorization for Background Check by an authorized representative of the Department of Health & Social Services, to disclose any information regarding me in relation to civil court information, criminal justice, juvenile justice, protective service and licensing records. I understand any person providing information or records in accordance with this authorization is released from any and all claims or liability for compliance. I understand that this information may otherwise be confidential and that I am waiving that confidentiality and any claim I may have with regard to release of these records. I understand information obtained through this Release of Information Authorization for Background Check will be held in confidence in accordance with DHSS guidelines.

I, _____, authorize and consent to the department marking my name in the Alaska Public Safety Information Network (APSIN) under 7 AAC 10.915(e).

This form must be signed; if the individual is 16-17 years of age, a parent signature must also be included.

Applicant Printed Name

Date

Applicant Signature

Applicant SSN

Parent Printed Name, if applicable

Parent Signature

Juneau Youth Services, Inc.

Optional Form

It is the policy of Juneau Youth Services to refrain from employment discrimination and to take affirmative action to realize equal employment opportunity for women, minorities, disabled persons, and Vietnam era veterans. The information you provide will be kept confidential and will in no way affect your application, as completion of this information is voluntary. In addition, this information will be used only in accordance with federal and state regulations.

Please check the box next to your racial or ethnic heritage:

- African American.
- American Indian/Native Alaskan
- Asian/Pacific Islander
- Caucasian
- Hispanic
- Other: please specify _____

Do you qualify as a veteran of the Vietnam era? Yes No

How did you learn of this position? _____

Is there an accommodation needed for you to participate in an interview or to do the job? If so, please specify and notify the Human Resources Department. _____

Applications from all persons are welcomed; women, members of minority groups, disabled persons, and Vietnam era veterans are especially encouraged to apply. Juneau Youth Services does not discriminate on the basis of race, color, national origin, sex, age, disability, or status as a Vietnam era veteran in employment as proscribed by Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, the Age Discrimination Acts of 1974-1975, Americans with Disabilities Act of 1990, the Vietnam Era Readjustment Assistance Act of 1974 and AS 18.80.220.

Character and Personal Reference

This is a reference for _____
(Name of Applicant)

I know this person: Very Well Casually Related

Whom I have known for _____ (length of time)

Please rate the applicant's abilities in the following areas:

	Fair	Good	Excellent	Unknown
Ability to be sensitive to youth and family issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to understand and embrace cultural diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engages appropriately with youth and families	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates thoroughness and resourcefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to effectively organize and prioritize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to be handle confidential and sensitive information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates strong communication and active listening skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability and flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to be a positive role model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to accept constructive feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates compassion and empathy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Considerate and respectful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates reliability and dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates problem solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to use sound judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to respond appropriately to emergency situations such as, medical, fire, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any other comments: _____

Your Name: _____ Signature: _____
Address _____ Telephone: _____

NOTE TO REFERENCE: The approval of the application for employment is dependent, on receipt of this reference letter.

Please return promptly to: Juneau Youth Services, Inc.,
ATTN: Human Resources
P.O. Box 32839 Juneau, Alaska 99803
Fax to: (907) 789-8401 or e-mail to jobs@jys.org

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