

Employment
Application



Juneau Youth Services, Inc.

Juneau Youth Services (JYS) is a non-profit agency providing quality behavioral health services to children and adolescents throughout Alaska. JYS offers a competitive salary and benefit package and excellent career opportunities.

EMPLOYMENT APPLICATION

Please complete this application in order to be considered for employment. A resume may be submitted in addition to but not in lieu of this application. Applications are kept on file for one year. Please submit a cover letter for each position you are applying for to indicate your interest. All positions require clearance of a federal and state criminal background check and clean driving record. Submit completed application, resume and cover letter to Juneau Youth Services, Attn: Human Resources, P.O. BOX 32839, Juneau, AK 99803, or fax to (907) 789-8401, or email jobs@jys.org.

Legal Name _____ Date _____

Mailing Address _____

Phone _____ Email _____

Position Desired. Please indicate which position you are qualified for and are interested in:

Behavioral Health Associate: Varied shifts include day, swing, grave, holidays and weekends; overtime may be required. Consistent schedules are desirable but not guaranteed.

Clinician: Shifts are typically Monday through Friday; some weekends or evenings may be required. Transcripts are required.

Case Manager/Case Coordinator: Shifts are typically Monday through Friday and include early evenings.

Administration: Position types vary and are open as vacancies occur; please indicate title of position you are interested in.

Educational History. Do you have a high school diploma or equivalent?

Yes

No

Name of College/University/Vocational/Other

Degree Received and Date

Clinical Applicants Only

Type of License _____ State of Licensure _____ Expiration Date _____



EMPLOYMENT HISTORY

Job Title	Employer, City & State	Dates	From	To	Hrs
_____	_____	_____	_____	_____	_____

Reason for leaving	Supervisor Name and Phone	May we contact?	Yes	No
_____	_____	_____	_____	_____

List the jobs duties performed, skills used or learned and advancements or promotions while you worked at this company. Please do not say "See Resume."

Job Title	Employer, City & State	Dates	From	To	Hrs
_____	_____	_____	_____	_____	_____

Reason for leaving	Supervisor Name and Phone	May we contact?	Yes	No
_____	_____	_____	_____	_____

List the jobs duties performed, skills used or learned and advancements or promotions while you worked at this company. Please do not say "See Resume."

Job Title	Employer, City & State	Dates	From	To	Hrs
_____	_____	_____	_____	_____	_____

Reason for leaving	Supervisor Name and Phone	May we contact?	Yes	No
_____	_____	_____	_____	_____

List the jobs duties performed, skills used or learned and advancements or promotions while you worked at this company. Please do not say "See Resume."

RELEVANT SKILLS, TRAINING OR CERTIFICATIONS



PROFESSIONAL REFERENCES

Name	Relationship	Phone	Length of Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Previous JYS Employment	Position(s)	Supervisor(s)	Date(s)
_____	_____	_____	_____

Previous names/alias

Valid Driver's License #	State	Type	Expiration Date
_____	_____	_____	_____

Motor Vehicle Violations (in last three years)	State	Type (explain)	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Relationship of blood or marriage to a current employee or Board Member

Name _____ Type of relation _____
(blood or marriage)

Name _____ Type of relation _____
(blood or marriage)

RELEASE OF INFORMATION

I understand that a criminal background check is required for all employees under 7 AAC 10.905. 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. The State of Alaska Licensing Barrier Crime Matrix is listed at <https://health.alaska.gov/dhcs/Documents/Residential-Licensing-Background/bgcheck/assets/BarrierCrimeMatrix.pdf>.

Employment
Application



I certify that I have not been convicted of any of the barrier crimes listed in the matrix above. I understand that the criminal background check will focus on convictions and that it will not necessarily disqualify me from employment. I understand and agree to provide a statement on circumstances surrounding the conviction including the date and disposition.

I understand that Juneau Youth Services driver's insurance company precludes any person of being on the policy who has been convicted of a driving under the influence crime within the last five years. I certify that I have not been convicted of a DUI or DWI within the last five years.

I understand that I must provide proof of identify and eligibility to work in the United States under the Immigration Reform and Control Act of 1986.

I am able to perform the essential function of the positions with or without accommodation.

I understand that Juneau Youth Services is an At-Will Employer.

I certify that I have completed this application to the best of my knowledge and have not knowingly withheld or falsified any fact or circumstance.

APPLICANT SIGNATURE _____ DATE _____

How did you hear about us?

- JYS/Employee Referral
- Indeed
- AK Job Center
- Other

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 or other protected status.