



## Application for Employment

**Submit Completed Application to: [hr@joya.org](mailto:hr@joya.org)**

### ***We are an Equal Opportunity Employer***

All qualified applicants are considered regardless of race, religion, color, age, sex, sexual orientation, gender identity, marital status, nationality, veteran status, disability, or any other legally protected classification.

### ***Instructions – Please Read***

This is a general employment application required for all jobs. As the hiring process continues, you may be asked to provide a more detailed survey of your qualifications as they relate to a specific job or an additional authorization for release of information.

<b>PERSONAL INFORMATION</b>				Today's Date	
Last Name		First Name		Other Names Used	
Present Street Address					
City		State		Zip	
Mailing Address (if different from above)					
City		State		Zip	
Home Telephone # ( )	Cell Phone # ( )	Message Phone # ( )	Email Address		
Can you provide documentation that you may be lawfully employed in the U.S.? Yes ___ No ___				Are you at least 18 years of age? Yes ___ No ___	
Have you applied here before? Yes ___ No ___ If yes, when?		Have you ever been employed by this company before? Yes ___ No ___			
If yes, dates of employment and in what position?					
Do any of your relatives or persons of your same household work here? If yes, please give their names.					
Position applied for:			Date you are available to start:		
List other jobs you believe you may be qualified for:					
List any certificates or licenses you hold related to your qualifications for the work you seek:					

**PERSONAL INFORMATION (CONTINUED)**

How were you referred to us?  Website (name) \_\_\_\_\_  Employee referral (name) \_\_\_\_\_  
 Walk-in  Newspaper  Agency (name) \_\_\_\_\_  Other (explain) \_\_\_\_\_

Check if you are willing to accept regular work on:  Full Time  Part Time  Temp/Seasonal  
 On Call  Variable Shifts  Weekends  Evening Shifts

Can you stay late on short notice if required?  
 Yes \_\_\_ No \_\_\_

Are you willing to relocate? Yes \_\_\_ No \_\_\_

Any prior commitments that would require absence of more than a few hours in the next 12 months? Yes \_\_\_ No \_\_\_

If yes, Please explain:

Are you now, or do you expect to be engaged in any other business or employment? Yes \_\_\_ No \_\_\_

If yes, Please explain:

**EMPLOYMENT HISTORY**

Start with PRESENT or most recent employer.

Name of Organization

Employment Dates (Month and year)  
 From \_\_\_\_\_ To \_\_\_\_\_

Type of Business or Industry

Address

City

State

Zip

Supervisor Name and Title

Phone Number

Email Address

Your job title(s)

Duties of position & skills used:

Employment Status (FT, PT, contract):

Reason for leaving

**EMPLOYMENT HISTORY #2**

Name of Organization		Employment Dates (Month and year) From _____ To _____	
Type of Business or Industry			
Address	City	State	Zip
Supervisor Name and Title			
Phone Number		Email Address	
Your job title(s)			
Duties of position & skills used:			
Employment Status (FT, PT, contract):			
Reason for leaving			

**EMPLOYMENT HISTORY #3**

Name of Organization		Employment Dates (Month and year) From _____ To _____	
Type of Business or Industry			
Address	City	State	Zip
Supervisor Name and Title			
Phone Number		Email Address	
Your job title(s)			
Duties of position & skills used:			
Employment Status (FT, PT, contract):			
Reason for leaving			

**VOLUNTEER ACTIVITIES AND EXPERIENCE:** Describe your involvement in volunteer activities, which may help assess your abilities. Please exclude those activities, which may indicate your race, religion, color, age, sex, sexual orientation, gender identity, marital status, nationality, veteran status or disability.

**OTHER SKILLS AND QUALIFICATIONS:** Please list any other skills, qualifications or experience pertinent to the career you seek. (e.g. - Computers, software, machines, tools, special certifications, etc.)

**REFERENCES**

Please do not include family members.

Name	Relationship
Company	Position/Title
Phone Number	Email Address
Name	Relationship
Company	Position/Title
Phone Number	Email Address
Name	Relationship
Company	Position/Title
Phone Number	Email Address

## Applicant’s Statement - Please Read Carefully

Joya Child & Family Development is an equal opportunity employer. Joya does not discriminate in employment on account of race, religion, color, age, sex, sexual orientation, gender identity, marital status, nationality, veteran status, disability, or any other legally protected classification.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Joya to hire me. If I am hired, I understand that either Joya or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand this application is NOT A CONTRACT.

I also agree and understand that any false or misleading information or significant omissions may disqualify me from consideration for employment or result in my dismissal if hired.

I authorize Joya to investigate my background thoroughly, and agree to assist in such investigations. I release and hold harmless, and promise not to claim damages from any of my prior employers listed above for providing information.

I also understand that employment may be conditioned upon an investigation into criminal convictions on record with Local, State or Federal law enforcement authorities.

I agree to present documentation proving my eligibility to work in the United States, and that failure to do so voids any offer of employment.

Applicant’s Name (please print)	Signature of Applicant	Today's date

### **EMPLOYMENT APPLICATION - Equal Opportunity Employer**

Thank you for your interest in working for us! Please review these important features of our hiring process:

1. Applications are accepted only when an opening within the organization exists.
2. Applications are active for 60 days or until the current hiring process is closed.
3. Applicants may be asked to review information about our mission, our high standards for employees and specific job requirements, and certify your understanding, before applying.
4. Hiring is a two way process - We encourage applicants to ask questions and will do our best to answer them.
5. Due to the volume of applications received, we cannot notify each and every applicant not selected. Only those selected for further interviews will be contacted.
6. In some cases, internal candidates are considered alongside external applicants.
7. This application does not guarantee an interview or offer of employment.
8. All job offers may be contingent on satisfactory completion of background investigation, and additional pre-screening requirements. Job offers are not final until confirmed in writing.
9. Our employees deserve the best co-workers possible. Therefore, we reserve the right to hire the best-qualified person for the job.

Please print your initials and date after reading the hiring process above: \_\_\_\_\_