



# Application for Employment

Buena Vista Children's Services is an Equal Opportunity Employer & Provider  
Please complete application neatly. Incomplete applications will be denied.

Name (Last, First, Middle): Phone: Date:

Address: City: State: Zip:

Mailing Address(if different from above):

City: State: Zip:

How long at this address?

Previous address (if less than 5 years at above address):

City: State: Zip:

Please circle one:

Are you under 18? Yes No CPR/ First Aide? Yes No

Do you have a Level One Fingerprint Clearance Card? Yes No

Position you are applying for:

Site: Salary Requirement:

Referred by: Date Available:

## Education/ Training

High School (Name, City, State):

Graduation Date:

Business or Technical School (Name, City, State)

Dates attended: Degree Earned:

Undergraduate School (Name, City, State)

Dates attended: Degree Earned:

Graduate School (Name, City, State)

Dates attended: Degree Earned:



## Application for Employment

**Work Experience (give information about your last 3 jobs, starting with the most recent):**

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1-Employer:

Dates Employed:

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Address:

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City:

State:

Zip:

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Phone:

Ending Salary:

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Title/ Duties:

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Manager's Name and Title:

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Reason for Leaving:

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2-Employer:

Dates Employed:

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Address:

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City:

State:

Zip:

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Phone:

Ending Salary:

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Title/ Duties:

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Manager's Name and Title:

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Reason for Leaving:

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3-Employer:

Dates Employed:

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Address:

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City:

State:

Zip:

---

Phone:

Ending Salary:

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Title/ Duties:

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Manager's Name and Title:

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Reason for Leaving:

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## Application for Employment

### References (if applying for your first job, you may use academic references):

1-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

Relationship to you:

2-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

Relationship to you:

3-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

Relationship to you:



## Application for Employment

### CRIMINAL HISTORY/ BACKGROUND CHECK

"YES" answers to any of the following questions will not necessarily result in denial of employment. BVCS will consider all circumstances, including the date and nature of events you describe below. Your written explanation will assist BVCS in determining your eligibility for employment.

1. Have you been convicted of, admitted committing, or are you awaiting trial for any crime? (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment) You must answer "YES" even if the matter was dismissed, deferred, vacated, or expunged. If you answer "YES" you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case.

Please Initial: YES \_\_\_\_\_ NO \_\_\_\_\_

EXPLANATION:

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2. Have you been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer "YES" even if this matter was resolved with any form of settlement or severance agreement, regardless of the terms. If you answer "YES" you must provide the date of the termination of employment, the name, address and telephone number of the employer's, and a statement of the alleged reason for termination.

Please Initial: YES \_\_\_\_\_ NO \_\_\_\_\_

EXPLANATION:

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3. Have you ever had any licenses or certificate of any kind (teaching or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, private or public? If you answer "YES" you must provide dates where proceeding took place, a statement of the accusation against you and final disposition.

Please Initial: YES \_\_\_\_\_ NO \_\_\_\_\_

EXPLANATION:

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4. Are you now being investigated for alleged misconduct or other alleged grounds for discipline by any licensing certification or other regulatory body (teacher certification or other) or by your current or any previous employer? If you answer "YES" you must provide the name, address, and telephone number of the employer or licensing body and a statement of the accusations against you.

Please Initial: YES \_\_\_\_\_ NO \_\_\_\_\_

EXPLANATION:

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5. Have you been convicted of a dangerous crime against children defined in AR 13-6-4.01?

Please Initial: YES \_\_\_\_\_ NO \_\_\_\_\_

EXPLANATION:

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## Application for Employment

By signing this application I authorize BVCS to request information concerning my background from any former or current employer of mine.

Every answer I have provided on this application is both complete and truthful. I understand and agree that (1) if any information is omitted or incomplete, or if any false information is supplied, BVCS will reject my application; (2) if any false information is furnished, I will not be eligible for future consideration for employment, criminally prosecuted and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this application. I further understand that, at the time of hire, I will be responsible for costs incurred for fingerprinting and background investigation fees.

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Signature

Date