

Thank you for your interest in our agency. **BEFORE** you complete this application, make sure you understand the expectations we have for employees and that you are willing to meet them. Also note that criminal background checks and drug tests are required by law for each prospective employee.

NOTE: Criminal background checks with FBI fingerprinting are conducted on every prospective employee. The closest locations for FBI fingerprinting are New Braunfels and Austin. The cost is approximately **\$45.00**. *You are responsible for this cost.* If you are hired and successfully complete the probationary period, we will reimburse you (we do pay for your drug and TB tests). If you have a domestic violence charge, or any crime against a person, you are not eligible to work here. Criminal background checks are completed on each employee every 24 months. In addition to the initial drug test, tests are also conducted on a random basis throughout the year.

Expectations for employees:

- Be on time for each shift, dressed appropriately and ready to work.
- Do the work whether it seems meaningful or not.
- Conduct yourself in a mature manner with a positive attitude.
- Serve as a positive role model to the children we serve.
- Leave your personal issues/troubles at home.
- Know that the relaxed and friendly atmosphere established in this agency is more for the children we serve, NOT for the employees. If you are meeting the expectations, this will serve as an added bonus for you in your work environment.

Keep in mind; no one is a good fit for every place of employment.

AGENCY APPLICATION PROCESS

All applicants for GSMYC employment are required to fill out an application in full, signed and dated. Accuracy of application information is certified by the applicant's signature. Proof of education, experience, references or other information may be required. A criminal background check, which includes FBI fingerprinting, drug screening, and driver's license check will be conducted on each applicant (consent for these checks is implied in application for employment). New employees may be required to undergo a physical examination at his/her own expense. All solicited applications will be kept on file for a maximum of six (6) months.

- Job applicants will be selected for employment on the basis of training, experience, education and ability. In some instances, documentary evidence may be required.
- When part-time positions become available, temporary employees will be considered first for filling the opening, provided that job performance and eligibility requirements are met.
- Applicant selection is based on individual capability and potential, and conforms with federal, state and local laws pertaining to equal opportunity.
- GSMYC may reject any application for the following reasons:
 - Applicant does not meet the minimum requirements of the job description.
 - Applicant does not meet the mental and/or physical requirements for the position.
 - Applicant falsified information on the application.
 - Applicant failed to submit the application correctly or did not meet the deadline.
 - Applicant does not meet requirements established by the Department of Family and Protective Services licensing guidelines.
 - Results of criminal background, drug test, or driver's license checks do not meet GSMYC standards.

New employees will be given a complete orientation by their immediate supervisor. The orientation enables a new employee to better understand the job and its relationship to GSMYC's function and purpose. The employee will be briefed on job duties and responsibilities, personnel policies, and applicable training. Also covered are procedures specific to the job, and an overview of the agency's operating policies and procedures. All new employees will sign an employment agreement form that states that they understand their job descriptions, the policies and procedures, and the code of ethics. The signed copy of this form will be kept in the employee's personnel file.

All GSMYC employees shall complete orientation and training before they assume shift duty with unsupervised access to children in care. The Supervisor of residential services or his/her designee will conduct the orientation sessions for residential employees. The Youth & Family Services Supervisor or his/her designee will conduct the orientation sessions for non-residential employees.

APPLICATION FOR EMPLOYMENT

THE GREATER SAN MARCOS YOUTH COUNCIL, INC.
1402 IH 35 NORTH, SAN MARCOS, TX 78666

The Greater San Marcos Youth Council is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, sex, religion, handicap or national origin.

PERSONAL INFORMATION

DATE : _____

Name: _____
(Last, First, Middle)

Other Name(s): _____

Present Address: _____
(Street, City, State, Zip)

Home Phone: _____

Work Phone: _____

How were you referred here? _____

EMPLOYMENT DESIRED

Position: _____

Date available for work: _____

Days available for work: () weekdays () week nights () weekends

Comments: _____

Acceptable salary: _____

Have you every applied with GSMYC before? () yes () no

***Must provide proof of high school completion or GED Certificate.
Diploma or transcript accepted.**

EDUCATION

	Name/Location	Graduate?	Degree	Major/Minor
High School				
College or University				
College or University				
Other Formal Training				

EXPERIENCE

Job related skills, experiences and studies: _____

Licenses you hold: _____

Indicate languages you speak, read and/or write: _____

WORK HISTORY List all present and past employment, beginning with most recent.

1. Company name: _____ Telephone Number: _____

Address: _____

Employed (Month and Year)

Start: _____ To: _____

Salary Start: _____

End Salary: _____

Supervisor: _____

State job title and describe your work: _____

Reason for leaving: _____

2. Company Name: _____ Telephone Number: _____

Address: _____

Employed (Month and Year)

Start: _____ To: _____

Salary Start: _____

End Salary: _____

Supervisor: _____

State job title and describe your work: _____

Reason for leaving: _____

3. Company Name: _____ Telephone Number: _____

Address: _____

Employed (Month and Year)

Start: _____ To: _____

Salary Start: _____

End Salary: _____

Supervisor: _____

State job title and describe your work: _____

Reason for leaving: _____

DO NOT CONTACT: Employer Number(s) _____

Reason: _____

REFERENCES: List the names of at least three references who are **not related to you**, and who are **not former employers**.

Name	Address (Street, City & State)	Phone Number

Have you ever been convicted of a felony or a misdemeanor? () yes () no
Are you currently charged with a felony or misdemeanor? () yes () no

If yes, please briefly describe the circumstances of your conviction or current charges indicating date, nature, and place of the offense and disposition of the case. Your answer is looked upon as only one of the factors considered in the employment decision and is evaluated in terms of the nature, severity, the date of the offense and its relation to employment at this agency (those with domestic violence charges or crimes against a person are not eligible for employment).

EMERGENCY CONTACT

In case of emergency notify: _____ Relationship: _____

Address: _____ Phone: _____

AUTHORIZATION AND NOTICE TO PROSPECTIVE EMPLOYEES

This agency is required to check conviction records on applicants once an employment offer is made. Certain convictions may make you ineligible for employment and if hired, may lead to dismissal. A criminal background, with FBI fingerprinting, is conducted *prior* to start date. Criminal background checks are conducted every 24 months. Applicants who receive an offer of employment will pay for the fingerprinting and will be reimbursed after 3 months from start date.

Each prospective employee is required to pass a drug test prior to beginning employment and GSMYC will also conduct random drug testing periodically, as well as require testing for an existing employee when there is good cause to indicate the necessity.

GOOD CAUSE - To have a reasonable belief based on facts sufficient to lead a prudent person to conclude that the employee may be abusing drugs. Sufficient facts may include direct observations of the

employee using or possessing drugs, or exhibiting physical symptoms, including but not limited to slurred speech or difficulty in maintaining balance; erratic or marked changes in behavior, including a decrease in the quality or quantity of the employee's productivity, judgment, reasoning, and concentration and psychomotor control, accidents, and deviations from safe working practices; unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol; negative performance patterns, or excessive and unexplained absenteeism or tardiness or any other reliable information.

For insurance purposes, driving records are checked on all employees required to drive. If an employee is not insurable, or no longer has a valid driver's license, employment may be terminated.

I hereby declare that the information provided by me in this Application for Employment is true, correct, and complete, to the best of my knowledge. I also authorize investigation of all statements contained within this application. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal, and I understand the conditions of employment compliance with Personnel Policies of the Greater San Marcos Youth Council is required.

Signature

Date

WRITTEN EXERCISE

The intent of this performance test is to give the agency an example of each applicant's writing abilities. Written documentation is an important aspect of employment at the Youth Council.

1. Describe how you solve problems.
2. Describe your greatest achievement so far and how you accomplished it.
3. What parenting style do you believe is the most effective?
4. Where do you see yourself in five years?