



**KIRTLAND YOUTH
ASSOCIATION, INC**
P.O. Box 192 Kirtland, New Mexico 87417
(505) 598-9156

EMPLOYMENT APPLICATION

Please print or type

Position Applying For: _____

____ Full Time Permanent ____ Full Time Temporary ____ Part Time

____ Junior Staff (Must be at least 16 – 18 years of age.)

Last Name: _____ First Name: _____ MI: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ #2 Phone: _____

If Junior Staff Applicant: School: _____ Grade: _____

ADDRESS - INCLUDING PREVIOUS ADDRESSES FOR THE PAST SEVEN YEARS

Address: _____ City: _____ State: _____ How Long: _____

Address: _____ City: _____ State: _____ How Long: _____

Address: _____ City: _____ State: _____ How Long: _____

Are you a citizen of the United States of America? ____ Yes ____ No

EDUCATION

If you are applying for employment please fill out this section and provide a current transcript from the college or high school you last attended. Junior staff applicants provide a current copy of your grades.

HIGHEST LEVEL OF EDUCATION COMPLETED

Grade: ____ 8 ____ 9 ____ 10 ____ 11 ____ 12

College: ____ 1 ____ 2 ____ 3 ____ 4

Degree: ____ BS/BA ____ MS/MA ____ PHD Other: _____

Where did you graduate from High School? _____ City: _____

State: _____ Year Graduated: _____

Where did you attend college? _____ City: _____

State: _____ Year Graduated: _____

MILITARY

If you have served in the military service, please complete the following information regarding your service.

BRANCH: ___ Army ___ Navy ___ Air Force ___ Marines ___ National Guard

Served From: ___/___/___ to ___/___/___ Type of Discharge: _____

EMPLOYMENT

Please provide your employment history. If more room is needed, attach an additional sheet or provide a current resume.

Company: _____ Address: _____ City: _____

State: _____ Phone: _____ Supervisor: _____

Reason for Leaving: _____

Dates of Employment: ___/___/___ to ___/___/___

Job Title and Duties:

Company: _____ Address: _____ City: _____

State: _____ Phone: _____ Supervisor: _____

Reason for Leaving: _____

Dates of Employment: ___/___/___ to ___/___/___

Job Title and Duties:

Company: _____ Address: _____ City: _____

State: _____ Phone: _____ Supervisor: _____

Reason for Leaving: _____

Dates of Employment: ____/____/____ to ____/____/____

Job Title and Duties:

PERSONAL REFERENCES

Provide references from individuals who can attest to your character and ethical behavior.

Name: _____ Address: _____ State: _____

Zip: _____ Phone: _____

Name: _____ Address: _____ State: _____

Zip: _____ Phone: _____

Name: _____ Address: _____ State: _____

Zip: _____ Phone: _____

ALL APPLICANTS FOR AN EMPLOYMENT POSITION OR VOLUNTEER SERVICES MUST COMPLETE THIS PORTION OF THE APPLICATION

Failure to complete and sign this portion of the application will result in automatic dismissal of the application.

Social Security Number: _____ - _____ - _____

Driver's License Number: _____ State: _____

Have you ever been convicted of a felony? ____ Yes ____ No

If yes, indicate what you were convicted of and the state where the conviction took place and the date:

_____ State: _____ Date: ____/____/____

Have you ever been charged with child molestation, child abuse (physical, mental, or sexual)?

____ Yes ____ No

If yes, indicate the charge: _____ Date of Charge: ____/____/____

State and County where you were charged: _____

Are you on probation for any reason? ____ Yes ____ No

If yes, state reason: _____

As a potential employee or volunteer of the Kirtland Youth Association, Inc., I hereby authorize any background check deemed necessary by the Board of Directors or the Executive Director. All information contained in this application is true and accurate to the best of my knowledge. I understand that falsification of any information required on this application may result in dismissal.

Signed: _____ Date: _____