



**YOU-TURN PROJECT INC.**

**APPLICATION FOR EMPLOYMENT**

EQUAL OPPORTUNITY EMPLOYER

Consideration is given to all applicants for available positions regardless of their race, color, religion, creed, sexual preference, national origin, ancestry, age, disability, marital or veteran status or any other legally protected status

**EMPLOYMENT DESIRED -**

DATE: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

ARE YOU CURRENTLY EMPLOYED?  Y  N IF SO, MAY WE CONTACT YOUR EMPLOYER?  Y  N  
 HAVE YOU FILED AN APPLICATION WITH US BEFORE?  Y  N IF SO, PROVIDE DATE: \_\_\_\_\_  
 ARE YOU RELATED OR KNOW ANYONE IN THE COMPANY?  Y  N IF SO, PROVIDE NAME: \_\_\_\_\_  
 CAN YOU TRAVEL IF YOUR JOB REQUIRES IT?  Y  N DATE AVAILABLE FOR WORK: \_\_\_\_\_  
 ARE YOU AVAILABLE TO WORK:  FULL-TIME  PART-TIME  TEMPORARY  ON-CALL  
 SALARY REQUIREMENTS: \$ \_\_\_\_\_  HOURLY  MONTHLY  YEARLY

**PERSONAL INFORMATION -**

NAME: (LAST NAME FIRST)		SOCIAL SECURITY NO.	
ADDRESS:	CITY:	STATE:	ZIP CODE:
TELEPHONE NO.	MESSAGE/CELL NO.		

UPON OFFER OF EMPLOYMENT, CAN YOU PROVIDE PROOF OF CITIZENSHIP/LEGAL RIGHT TO WORK IN THE UNITED STATES?  Y  N  
 [PROOF OF CITIZENSHIP/RIGHT TO WORK IN THE UNITED STATES WILL BE REQUIRED UPON EMPLOYMENT.]

**NOTE TO APPLICANT: DO NOT ANSWER THIS QUESTION UNLESS REQUIRED BY POSITION FOR WHICH YOU ARE APPLYING**

ARE YOU CAPABLE OF PERFORMING IN A REASONABLE MANNER, WITH OR WITHOUT REASONABLE ACCOMMODATION, THE ACTIVITIES INVOLVED IN THE JOB FOR WHICH YOU ARE APPLYING?  Y  N

IF NOT, DESCRIBE ACCOMMODATIONS REQUIRED: \_\_\_\_\_

**EDUCATION HISTORY -**

	NAME & ADDRESS	COURSE OF STUDY	YEARS COMPLETED	DEGREE	
HIGH SCHOOL					<input type="checkbox"/> IN PROGRESS
COLLEGE					<input type="checkbox"/> IN PROGRESS
GRADUATE SCHOOL					<input type="checkbox"/> IN PROGRESS
VOCATIONAL SCHOOL					<input type="checkbox"/> IN PROGRESS
OTHER					<input type="checkbox"/> IN PROGRESS

SUBJECTS OF SPECIAL STUDY/RESEARCH: \_\_\_\_\_  
 DO YOU TYPE?  Y  N IF SO, PROVIDE SPEED? \_\_\_\_\_ WPM  
 DO YOU TAKE SHORTHAND?  Y  N IF SO, PROVIDE SPEED: \_\_\_\_\_ WPM  
 ARE YOU COMPUTER LITERATE?  Y  N IF SO, PROVIDE NAME OF SOFTWARE: \_\_\_\_\_

**REFERENCES -**

NAME	ADDRESS	TELEPHONE NO.	RELATIONSHIP

**EMPLOYMENT HISTORY - PROVIDE INFORMATION FOR THE LAST 10 YEARS. START WITH THE MOST RECENT JOB.**

EMPLOYER'S NAME & ADDRESS:	FROM:	TO:
TITLE:	SALARY:	REASON FOR LEAVING:
EMPLOYER'S NAME & ADDRESS:	FROM:	TO:
TITLE:	SALARY:	REASON FOR LEAVING:
EMPLOYER'S NAME & ADDRESS:	FROM:	TO:
TITLE:	SALARY:	REASON FOR LEAVING:
EMPLOYER'S NAME & ADDRESS:	FROM:	TO:
TITLE:	SALARY:	REASON FOR LEAVING:

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A MISDEMEANOR?  YES  NO  
 IF SO, PLEASE EXPLAIN: \_\_\_\_\_

**APPLICANT'S STATEMENT -**

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at-will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at-will" employment relationship may be changed by any written document or by conduct unless an officer or authorized individual of You-Turn Project, Inc. specifically acknowledges such change, in writing.

I agree to be specifically enjoined from either accepting employment with or providing services to Client for a period of one (1) year after the termination of my employment with You-Turn Project. I authorize You-Turn Project, Inc. to obtain information about me from my previous employers, schools and credit sources. I authorize my previous employers, schools that I have attended to disclose to You-Turn Project, Inc. such information about me as You-Turn Project, Inc. may request. In the event of employment, I understand that misrepresentation or omission of facts given in the application or interview(s) may result in dismissal. It is also understood that I am required to abide by all rules and regulation of the employer. I authorize investigation of all statements contained in this application for employment, as it may be necessary in arriving at an employment decisions.

I hereby certify that the answers provided herein are true and complete to the best of my knowledge.

\_\_\_\_\_ [Applicant's Signature] \_\_\_\_\_ [Date]