

Cinnamon Hills Youth Crisis Center

Application for Employment

Pre-Employment background and credit check is required

Drug screening is required

All Applications will remain active for 30 days.

Personal Data

Last Name	First Name	Middle Name	Date of Application
Current Address		City	State
Phone Number	Email Address	Are you eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Are you at least 21 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Do you have a valid Utah Drivers License? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a law violation (other than minor traffic violations)? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>A criminal record does not automatically bar employment</small>			
If yes, explain:			
Have you ever been named in the Licensing Information System of the Division of Child and Family Services for a supported finding of child abuse or neglect (including juvenile record)?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain:			
Have you ever been required by any licensing board to surrender a license or been found guilty of a professional ethics code violation?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain:			

Work Preference

Position(s) Desired:	Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date you can start	Salary Desired
	If yes, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever worked for CHYCC before? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you ever applied with CHYCC before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when:		If yes, when:	
Do you have any relatives, friends, acquaintances, or associates employed by CHYCC?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, employee's name:		Relationship:	
How did you hear about Cinnamon Hills job opportunities?		Were you referred by a current employee of Cinnamon Hills? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, employees name:			

Education

School Name & Location	Major	Circle Last Year Completed	Degrees Rec'd
High School		1 2 3 4	
College or University		1 2 3 4	
College or University		1 2 3 4	
Advanced Study		1 2 3 4	
Trade or Vocational		1 2 3 4	

List any experience you feel qualifies you to work at CHYCC:	Are you CPR-AED/First Aid certified? <input type="checkbox"/> Yes <input type="checkbox"/> No
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	

Start with the most recent employment

Employment Experience

Company	Address	City	State	Zip Code	Phone Number
Supervisor's Name and Title		Start Date	Date Left	Reason for Leaving	
Title and Job Duties		Starting Salary	Ending Salary	Are Your Employment Records Under Another Name?	

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Supervisor's Name and Title		Start Date	Date Left	Reason for Leaving	
Title and Job Duties		Starting Salary	Ending Salary	Are Your Employment Records Under Another Name?	

Give Three Professional References Not Related To You

Name	Address	Phone Number	Yrs. Known

The information in this application is complete and accurate to the best of my knowledge. I authorize investigation of all statements contained in this application and do hereby release any and all persons, companies or agencies responding to such investigation from any liability for any damage due to releasing information. Any misrepresentation or omission of facts in this application disqualifies me from further consideration, or, if I am employed, is sufficient cause for dismissal. Any employment offer or placement made is contingent upon producing documents establishing my eligibility to work in the United States. Nothing on the application is intended to create or imply a contractual relationship; if hired, the employee understands that employment is at will, i.e., that it is not for any specific time period or duration, and can be terminated with or without reason at any time. While employment policies or procedures may change from time to time, only a written agreement signed by the company's president can change the employee's at-will status. It is the policy of Cinnamon Hills to develop, implement and maintain employment policies and practices that are based upon individual merit and are without regard to race, color, sex, age, religion, national origin, handicap, veteran status, or citizenship status.

I warrant that the information provided in this application is true and correct. I understand that my application is being reviewed and that I will be contacted if selected for an interview.

Signature: _____ Date: _____



PROSPECTIVE EMPLOYMENT INFORMATION

1. What are your career objectives during the next two years?

2. How will the position you are applying for fit into your career objectives?

3. If you have interest in working with troubled youth explain the reason.

4. Do you have experience playing competitive sports? Explain experience.

5. Do you have previous experience working with teenagers? Explain experience.



Dress Code/Appearance Policy

While it is the intent of Cinnamon Hills that all employees dress for their own comfort during work hours, the professional image of our organization is maintained, in part, by the image that our employees present to customers, vendors, and other visitors. Cinnamon Hills maintains a casual/business dress code. Employees may dress in casual clothing, including jeans, although dress standards still require a neat, clean appearance. Employees meeting with outside individuals should wear appropriate business attire. All employees must conform to the following standards:

- Name tags and/or badges must be worn at all times;
- Shorts, pants, dresses, and skirts must be hemmed and no more than two inches above the knee;
- Non-prescription sunglasses are not to be worn. Avoid wearing prescription sunglasses unless supervising an outing where there is bright sun light;
- Fingernails must be clean and conservative;
- Body-piercing jewelry is not permitted;
- Earrings may be worn by non-youth development female employees, but only one per ear. No excessive jewelry;
- For the safety of our students and our youth development staff, jewelry, with the exception of wedding and engagement rings, is not permitted for youth development staff;
- Tattoos must not be visible.
- Hair must be styled away from the eyes;
- Extreme hairstyle and color is not permitted;
- Females should maintain a conservative hair style;
- Males should maintain a conservative hair style, hair length shall be no longer than the collar, ponytail hairstyle will not be permitted;
- Males may have neatly trimmed mustaches but no other facial hair is allowed;
- Youth development staff must wear a belt (to accommodate the radio) and running shoes;

Uniforms are provided for those employees whose job requires a uniform. Uniformed employees must wear neat and clean uniforms at all times.

Under no circumstances may employees wear halter tops, strapless tops, spaghetti straps, tank tops, cropped tops, tee shirts with slogans or offensive wording, clothing that shows undergarments (sheer), torn clothing, stained clothing, bandanas or faded/stressed fabric that emphasizes certain areas of the body. All clothing must be clean, neat, and fit properly.

For all employees, professional appearance also means that the organization expects you to maintain good hygiene and grooming while working. Employees who wear perfume, cologne, or other fragrances should be considerate of others and minimize their use.

Clothing must not constitute a safety hazard. All employees should practice common sense rules of neatness, good taste, and comfort. Provocative clothing is prohibited. Cinnamon Hills reserves the right to determine appropriate dress at all times and in all circumstances and may send employees home to change clothes should it be determined their dress is not appropriate. Employees will not be compensated for this time away from work.

Employees failing to adhere to these standards of appearance are subject to corrective action, up to and including termination.

Signature

Date