

# LIGHTHOUSE YOUTH SERVICES, INC.

## APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

(Please Print)



### EMPLOYMENT CONTACT INFORMATION

401 E. McMillan • Cincinnati, OH 45206 • Phone: (513) 221-3350 • Fax: (513) 221-3665 • www.lys.org

<b>Date of Application:</b>		<b>Position(s) applied for:</b>	
<b>Referral Source:</b>	<input type="checkbox"/> Advertisement <input type="checkbox"/> Walk-in <input type="checkbox"/> Friend <input type="checkbox"/> Current Employee <input type="checkbox"/> Other (provide information)		
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	
<b>Street Address</b>		<b>City, State</b>	<b>Zip Code</b>
<b>Daytime Phone #:</b>		<b>Evening Phone #:</b>	
<b>E-Mail Address:</b>			

List all counties and states that you have resided in. (If more space is needed, attach an additional sheet)

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<b>Have you ever submitted an application to Lighthouse before?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, give date	
<b>Have you ever been employed by Lighthouse?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, give date and program worked	
<b>Are you employed now?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Are you at least 21 years of age?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status:</b> (Proof of citizenship or immigration status may be required upon employment)		<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Date Available to Start:</b>	
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<b>Available to Work:</b>	<input type="checkbox"/> Days <input type="checkbox"/> Nights <input type="checkbox"/> Weekends <input type="checkbox"/> Full Time <input type="checkbox"/> Part time
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<b>Have you ever been convicted of a misdemeanor or felony?</b> <small>(A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. FACTORS SUCH AS JOB RELATIONS, AGE AND TIME OF THE OFFENSE, SERIOUSNESS AND NATURE OF VIOLATION AND REHABILITATION WILL BE TAKEN INTO ACCOUNT)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### EDUCATION

TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	CIRCLE LAST YEAR ATTENDED	GRADUATED	DEGREE RECEIVED
High School			9   10   11   12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1   2   3   4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1   2   3   4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School			1   2   3   4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business. Trade.			1   2   3   4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe specialized certifications, licensures, training, apprenticeships, skills and extracurricular activities:

## EDUCATION (cont'd.)

List professional, trade business or civic activities and offices held:

*(You may exclude those activities which indicate race, color, religion, sex or national origin)*

Honors received:

### PROFESSIONAL REFERENCES: Give three individuals (Preferably former supervisors)

<b>Name:</b>			<b>Occupation:</b>
<b>Full Address:</b>			<b>Telephone Number:</b> (     )
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Relationship to you:</b>
<b>Name:</b>			<b>Occupation:</b>
<b>Full Address:</b>			<b>Telephone Number:</b> (     )
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Relationship to you:</b>
<b>Name:</b>			<b>Occupation:</b>
<b>Full Address:</b>			<b>Telephone Number:</b> (     )
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Relationship to you:</b>

List any relative working for Lighthouse Youth Services:

**Approximate salary required:**

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. (You may exclude organization names which indicate race, color, religion, sex or national origin.)

**Even if you are providing a resume, please complete this page in its entirety.**

If more space is needed, attach an additional sheet.

### EMPLOYMENT HISTORY

1. Employer Name	From Month/Year	Starting Salary	Supervisor Name, Title & Phone:
Address		\$	Job Title:
City, State, Zip	To Month/Year	Ending Salary	Nature of Work & Responsibilities:
Phone:		\$	
Reason for Leaving:			
2. Employer Name	From Month/Year	Starting Salary	Supervisor Name, Title & Phone:
Address		\$	Job Title:
City, State, Zip	To Month/Year	Ending Salary	Nature of Work & Responsibilities:
Phone:		\$	
Reason for Leaving:			

**EMPLOYMENT HISTORY (cont'd.)**

3. Employer Name	From Month/Year	Starting Salary	Supervisor Name, Title & Phone:
Address		\$	Job Title:
City, State, Zip	To Month/Year	Ending Salary	Nature of Work & Responsibilities:
Phone:		\$	
Reason for Leaving:			
4. Employer Name	From Month/Year	Starting Salary	Supervisor Name, Title & Phone:
Address		\$	Job Title:
City, State, Zip	To Month/Year	Ending Salary	Nature of Work & Responsibilities:
Phone:		\$	
Reason for Leaving:			
<i>We will contact the employers listed above unless you indicate those you do not want us to contact.</i>			<p align="center"><b>DO NOT CONTACT</b></p> Employer #(s) _____ Reason: _____
Explain any period between jobs:			

1. Do you have a valid driver's license?  Yes  No  
State \_\_\_\_\_ License # \_\_\_\_\_
  
2. Have you ever been convicted of a moving vehicle violation within the last 5 years?  Yes  No  
If yes, you must fill out page 4 of this application to be considered for employment.
  
3. Have you ever had your driver's license suspended?  Yes  No  
If yes, explain: \_\_\_\_\_
  
4. Do you currently have automobile insurance?  Yes  No  
Insurance company name: \_\_\_\_\_
  
5. Have you ever been discharged from a position with an employer for having violated a policy of that organization?  
 Yes  No  
If yes, explain: \_\_\_\_\_

**Additional Qualifications**

Outline briefly any other skills or experience that may be helpful to us in considering your qualifications. Please include volunteer and other community activities:

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Please check all of the Microsoft software programs you have used:

- Access
- Excel
- Outlook
- PowerPoint
- Word

List any other software programs or special machinery and equipment that you are proficient in using:

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Please list all traffic violations and approximate dates (i.e., speeding, any moving violations, any DUI charges) Give total amount of points you believe exist on your driving record.

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Please list and explain **all** misdemeanor and/or felony convictions with the date (can be approximate), the nature of the charge and an explanation of the circumstances. Convictions may not automatically disqualify you.

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This represents a complete listing of my conviction & traffic violations record to the best of my knowledge.

\_\_\_\_\_  
**Signature of applicant**

\_\_\_\_\_  
**Date**

My signature verifies that I have not been convicted of any of the attached listed offenses.

**APPLICANT'S STATEMENT**

I certify that answers in the Application for Employment are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I release from all liability Lighthouse Youth Services, Inc., its employees, officers and agents, as well as former employers or other persons supplying information regarding my background.

I authorize Lighthouse Youth Services, Inc., to conduct psychological examinations, drug screening tests, police investigations and other necessary medical examinations as a condition of employment and continued employment. I understand that employment is conditioned upon successful completion of the tests.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

OFFENSES LISTED IN PARAGRAPH (I) OF RULE 5101:2-5-09  
OF THE ADMINISTRATIVE CODE

**OFFENSES AGAINST ANIMALS**

R.C. 959.13 — Cruelty to animals

**HOMICIDE**

R.C. 2903.01 — Aggravated murder  
R.C. 2903.02 — Murder  
R.C. 2903.03 — Voluntary manslaughter  
R.C. 2903.04 — Involuntary manslaughter

**ASSAULT**

R.C. 2903.11 — Felonious assault  
R.C. 2903.12 — Aggravated assault  
R.C. 2903.15 — Permitting child abuse  
R.C. 2903.13 — Assault  
R.C. 2903.16 — Failing to provide for a functionally impaired person

**MENACING**

R.C. 2903.21 — Aggravated menacing  
R.C. 2903.211 — Menacing by stalking  
R.C. 2903.22 — Menacing

**PATIENT ABUSE AND NEGLECT**

R.C. 2903.34 — Patient abuse, neglect

**KIDNAPPING AND RELATED ISSUES**

R.C. 2905.01 — Kidnapping  
R.C. 2905.02 — Abduction  
R.C. 2905.04 — Child stealing (as this law existed prior to July 1, 1996)  
R.C. 2905.05 — Criminal child enticement

**SEX OFFENSES**

R.C. 2907.02 — Rape  
R.C. 2907.03 — Sexual battery

**OFFENSES LISTED IN PARAGRAPH (I) OF RULE 5101:2-5-09 OF THE ADMINISTRATIVE CODE**

R.C. 2907.04 — Unlawful sexual conduct with a minor  
R.C. 2907.05 — Gross sexual imposition  
R.C. 2907.06 — Sexual imposition  
R.C. 2907.07 — Importuning  
R.C. 2907.08 — Voyeurism  
R.C. 2907.09 — Public indecency  
R.C. 2907.12 — Felonious sexual penetration (as this former section of law existed)  
R.C. 2907.21 — Compelling prostitution  
R.C. 2907.22 — Promoting prostitution  
R.C. 2907.23 — Procuring  
R.C. 2907.25 — Prostitution  
R.C. 2907.31 — Disseminating matter harmful to juveniles  
R.C. 2907.32 — Pandering obscenity  
R.C. 2907.321 — Pandering obscenity involving a minor  
R.C. 2907.322 — Pandering sexually oriented matter involving a minor  
R.C. 2907.323 — Illegal use of a minor in nudity-oriented material or performance

**ARSON**

- R.C. 2909.02 — Aggravated arson
- R.C. 2909.03 — Arson
- R.C. 2909.22 — Soliciting or providing support for act of terrorism
- R.C. 2909.23 — Making terroristic threat
- R.C. 2909.24 — Terrorism

**ROBBERY AND BURGLARY**

- R.C. 2911.01 — Aggravated robbery
- R.C. 2911.02 — Robbery
- R.C. 2911.11 — Aggravated burglary
- R.C. 2911.12 — Burglary

**THEFT AND FRAUD**

- R.C. 2913.49 — Identity Fraud

**OFFENSES AGAINST THE PUBLIC PEACE**

- R.C. 2917.01 — Inciting to violence
- R.C. 2917.02 — Aggravated riot

**OFFENSES LISTED IN PARAGRAPH (I) OF RULE 5101:2-5-09 OF THE ADMINISTRATIVE CODE****OFFENSES AGAINST THE FAMILY**

- R.C. 2919.12 — Unlawful abortion
- R.C. 2919.22 — Endangering children
- R.C. 2919.23 — Interference with custody (that would have been a violation of R.C. 2905.04 as it existed prior to July 1, 1996 if violation had been committed prior to that date)
- R.C. 2919.24 — Contributing to unruliness or delinquency of a child
- R.C. 2919.25 — Domestic violence

**WEAPONS CONTROL**

- R.C. 2923.12 — Carrying a concealed weapon
- R.C. 2923.13 — Having a weapon while under disability
- R.C. 2923.161 — Improperly discharging a firearm at or into a habitation or school

**DRUG OFFENSES**

- R.C. 2925.02 — Corrupting another with drugs
- R.C. 2925.03 — Trafficking in drugs
- R.C. 2925.04 — Illegal manufacture of drugs or cultivation of marijuana
- R.C. 2925.05 — Funding of drug or marijuana trafficking
- R.C. 2925.06 — Illegal administration or distribution of anabolic steroids
- R.C. 2925.11 — Possession of drugs or marijuana that is not a minor drug possession offense

**OTHER**

- R.C. 2927.12 — Ethnic intimidation
- R.C. 3716.11 — Placing harmful objects in food or confection
- R.C. 4511.19 — Operating vehicle under the influence of alcohol or drugs – OVI or OVUAC