

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

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

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

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

Date Available to Start:	
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Available to Work:	<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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Have you ever been convicted of a misdemeanor or felony? <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)

Name:			Occupation:
Full Address:			Telephone Number: ()
City	State	Zip	Relationship to you:
Name:			Occupation:
Full Address:			Telephone Number: ()
City	State	Zip	Relationship to you:
Name:			Occupation:
Full Address:			Telephone Number: ()
City	State	Zip	Relationship to you:

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>			DO NOT CONTACT Employer #(s) _____ Reason: _____
Explain any period between jobs:			

- Do you have a valid driver's license? Yes No
State _____ License # _____
- 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.
- Have you ever had your driver's license suspended? Yes No
If yes, explain: _____
- Do you currently have automobile insurance? Yes No
Insurance company name: _____
- 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:

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:

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.

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.

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