



Oakview Juvenile Residential Center

67701 Oakview Road
St. Clairsville, Ohio 43950
Phone (740) 695-3500 Fax (740) 695-3564

EMPLOYMENT APPLICATION

PLEASE TYPE OR PRINT CLEARLY USING BLACK INK

PERSONAL

First	Middle	Last
Full Name _____		
Mailing Address _____ City _____ State _____ Zip Code _____		
E-mail Address _____ Phone Number _____		
Date of Birth _____ Driver's License Number & State _____		
Position applied for _____ Date Available _____		
Will work <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Days <input type="checkbox"/> Nights <input type="checkbox"/> Weekends <input type="checkbox"/> Salary Expected Per Hour \$ _____ <small>(On Call/Seasonal)</small>		

EDUCATION (Oakview reserves the right to contact schools attended.)

Please circle last year of formal education completed: 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4 5 6 7 8 Other 1 2 3 4

	Name & Location of School	From Mo/Yr	To Mo/Yr	Date Graduated	Type of Degree	Program or Major Coursework	Credits Earned
Last High School							
College							
University							
Business School							
Technical or Military Schools							
Graduate School							

1. If you have not graduated from college, how many hours have you successfully completed? _____

2. When do you expect to graduate? _____

LICENSES AND/OR CERTIFICATES (Oakview reserves the right to contact issuing entities.)

Type of License or Certificate	Issuing State or Agency	Number	Expiration Date

EMPLOYMENT (You may **not** substitute a resume for this section.)

If you need additional space, please continue on a separate sheet of paper.

List each position held. Start with your **present** position and include military service assignments.

1. Employer	Position Title	Description of Duties
Address		
Telephone ()	Dates	
	From	To
Supervisor		
Reason for Leaving	Salary \$	
2. Employer	Position Title	Description of Duties
Address		
Telephone ()	Dates	
	From	To
Supervisor		
Reason for Leaving	Salary \$	
3. Employer	Position Title	Description of Duties
Address		
Telephone ()	Dates	
	From	To
Supervisor		
Reason for Leaving	Salary \$	
4. Employer	Position Title	Description of Duties
Address		
Telephone ()	Dates	
	From	To
Supervisor		
Reason for Leaving	Salary \$	
5. Military Experience	Branch/ Position Title	Description of Duties
Address		
Telephone ()	Dates	
	From	To
Supervisor		
Reason for Leaving	Salary \$	

Oakview reserves the right to check references with former employers.

However, Oakview will not communicate with present employers without permission from the applicant.

May we contact your current employer? YES NO

ADDITIONAL INFORMATION

List any other experiences, skills or qualifications which you feel would especially fit for work at Oakview Juvenile Residential Center. If you need additional space, please continue on a separate sheet of paper.

What do you consider your chief accomplishments?

What is your philosophy of community based corrections?

REFERENCES (Must provide complete addresses)

Two (2) personal references (not a relative):

Name _____
Occupation _____ Yrs. Known _____
Address _____

Phone _____

Name _____
Occupation _____ Yrs. Known _____
Address _____

Phone _____

Two (2) professional references:

Name _____
Occupation _____ Yrs. Known _____
Address _____

Phone _____

Name _____
Occupation _____ Yrs. Known _____
Address _____

Phone _____

EMERGENCY INFORMATION

List the name and address of one person who will always know your whereabouts.

Name	Address	City/State/Zip	Telephone
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MISCELLANEOUS

The following information will be used only if it is directly related to the classification/position for which you are applying. YES NO

1. Are you willing and able to secure an Ohio Driver's License, if a license is required? YES NO
2. If necessary, can you supply your own transportation for work use? YES NO
3. Number of auto accidents or moving violations in the last (3) years? _____
4. Have you ever been employed in the state or county service of Ohio? YES NO
5. Have you been convicted of any felony? YES NO
6. Do you have any physical limitations or disability? YES NO

If you have answered "YES" to question 4, 5, or 6, please explain fully below, indicating by number to which question you are responding. If applicable, describe your response to question 3 (including date and nature of violations).

Certification and Statement of Understanding

Oakview is an Equal Opportunity/Affirmative Action Employer. Consideration was given in the development of this form to your right to individual privacy and equal opportunity. The information requested is needed to help assess your employment interests and qualifications and to enable us to contact you. No other use will be made of this information without your permission. Oakview may refuse employment consideration if this form is not filled out completely and accurately.

I certify all of the information furnished in this employment application is true and complete to the best of my knowledge. I understand Oakview may investigate the information furnished and I realize any misrepresentation, false information, or omissions in this application can lead to withdrawal of any employment offer or termination after employment. I further understand this application is not a contract of employment, nor does this application obligate the employer in any way to hire me. Only Oakview's Director has authority to enter into employment agreements. I also understand any agreement must be in writing and signed by the director.

Signature _____

Date _____

DO NOT WRITE IN THIS SECTION For Oakview Administration Only

Application Received _____ Credentials sent for _____

References sent for _____ Credentials received _____

References received _____ Transcripts Received _____

Date of Interview _____ By whom? _____

Comments:

Employed _____ Position _____

Contract _____ Salary _____



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EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the ongoing policy of Oakview Juvenile Residential Center (Oakview) to afford equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, national origin, age, physical or mental handicap, veteran status or because he or she is a disabled veteran, and to conform to the applicable laws and regulations. In keeping with the intent of this policy, Oakview will adhere strictly to the following personnel practices:

Recruitment, hiring, and promotion of individuals in all job classifications will be conducted without regard to race, color, religion, national origin, age, sex, physical or mental handicap, veteran status, or because he or she is a disabled veteran, except where a bona fide occupational qualification exists.

Employment decisions will be made in such a manner as to further the principle of equal employment opportunity.

Promotional decisions will be made in accordance with the principles of equal employment opportunity through the use of valid job-related criteria.

All other personnel actions such as compensation, benefits, transfers, training and development, educational assistance, and social and recreational programs will be administered without regard to race, color, religion, national origin, age, sex, physical or mental handicap, veteran status, or because he or she is a disabled veteran, except where a bona fide occupational qualification exists.

Thorough and documented analyses of all personnel actions will be conducted to insure compliance with the concept of equal opportunity.

Overall responsibility for the development and execution of our Affirmative Action Program is delegated to the Executive Director as EEO/AAP Coordinator.

(Applicant's Signature)

(Date)



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St. Clairsville, Ohio 43950

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APPLICATION GUIDELINES

PLEASE READ THE FOLLOWING BEFORE COMPLETING OUR APPLICATION

1. There is no guarantee of a job offer or job interview by completing our application. Your application will be considered with others who have submitted applications and decisions about interviews will be based on this comparison.
2. Our application must be completely filled out in order for it to be considered for employment. This includes complete addresses (with zip codes) for all of your references.
3. If the information provided on our application cannot be satisfactorily verified by employment reference checks, your application could be considered as incomplete.
4. Applications are filed according to job title. Be as specific as possible in stating the job in which you are applying. "ANY" position is not an acceptable response on our application.
5. Due to the large number of applicants we receive and the competitive nature of our employment process, specific reasons for employment decisions will not be released.
6. If you are selected for a job interview, you will be subject to the following checks:
 - a. Personal and professional reference checks including former employers.
 - b. Criminal record check.
 - c. Driving record check.
 - d. Drug screen. *
 - e. Health screen. *

*** Pre-employment drug and health screens are at the employee's expense.**

I have read the above statements and understand all possible ramifications of completing Oakview Juvenile Residential Center's employment application.

(Applicant's Signature)

(Date)