



Please Answer All Questions. Résumés Are Not A Substitute For A Completed Application.

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS INTENDED TO CREATE OR DOES CREATE A CONTRACT OF EMPLOYMENT, OFFER, OR PROMISE OF EMPLOYMENT FOR A DEFINITE TERM. I ACKNOWLEDGE THAT IF HIRED BY THE YBIS&BC, EMPLOYMENT IS ON AN AT-WILL BASIS IN ACCORDANCE WITH STATE LAW. THIS MEANS THE YBIS&BC IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, IN ACCORDANCE WITH STATE LAW, AND ACCEPTANCE OF EMPLOYMENT IS NOT A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIED TIME. SIMILARLY, I AM FREE TO TERMINATE MY EMPLOYMENT WITH THE YBIS&BC AT ANY TIME FOR ANY REASON. THIS AT-WILL PROVISION MAY BE MODIFIED OR WAIVED ONLY IN A WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE YBIS&BC AND ME. I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE YBIS&BC, AND I UNDERSTAND THAT THE YBIS&BC HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL OR ITS ARBITRATION POLICY, IF ANY.

We are an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.

Basic Information

Full Name:		Position Applied For:	
Telephone Number: ()		Alternate or Cellular Telephone Number: ()	
Present Address (Street, Apt. or Unit No./City/State/Zip):		How long have you lived there? _____ Years, _____ Months	
Previous Address (Street, Apt. or Unit No./City/State/Zip):		How long have you lived there? _____ Years, _____ Months	
Desired Salary/Hourly Rate:			
If under the age of 18, can you produce the necessary work certificate at the time of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Type of employment desired? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (specify hours)			
Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date on which you can start work if hired:	
Have you previously applied for employment with YBIS&BC? If Yes, when and where did you apply? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been employed by YBIS&BC? If Yes, provide dates of employment, location, and reason for separation from employment <input type="checkbox"/> Yes <input type="checkbox"/> No			

Criminal Offenses

Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. The YBIS&BC will consider the nature of the crime, its seriousness, whether the conviction(s) substantially relates to the position's functions and qualifications, the frequency of convictions, the applicant's age at the time of conviction, the time elapsed since the date of conviction or completion of jail sentence, the applicant's entire work and educational history, and employment references and recommendations.

<p>INSTRUCTIONS FOR ANSWERING THE NEXT TWO QUESTIONS:</p> <p>1. Do not include misdemeanor marijuana-related convictions that are more than two (2) years old or misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed.</p> <p>2. All applicants: Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program.</p> <p>Have you ever plead guilty or no contest to, or been convicted of any criminal offense other than the applicable exceptions listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial? Yes No
CRIMINAL OFFENSES ONLY: If you answered Yes, to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered.

Have you ever initiated an act of violence in the workplace? Yes No
 If Yes, please provide the date(s) and explain so that individual circumstances can be considered. (A "Yes" answer will not necessarily disqualify you from employment.)

Education

List all special technical skills that you feel qualify you for the job for which you are applying (e.g., computer programming/language, software, equipment operation, special tools or machines, etc.)

Education	School Name & Location	Course of Study Degree/Major	Graduate?	# of Years Completed
High School				
College				
Bus/Tech/Trades				
Honors Received:				
Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record?				

Work Experience

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Account for all periods of time including any period of unemployment. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for future consideration from employment.

Employer <i>Name:</i>	<i>Address:</i>
Type of Business:	Telephone: ()
Dates Employed: From ____/____/____ To ____/____/____	Job Title
Supervisor's Name	Duties
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No, If no, why not?	
Wages: _____ Start _____ End	Reason for Leaving:
What will this employer say was the reason your employment terminated?	
How much notice did you give when resigning? If none, explain:	

Employer <i>Name</i> :	<i>Address</i> :
Type of Business:	Telephone: ()
Dates Employed: From ____/____/____ To ____/____/____	Job Title
Supervisor's Name	Duties
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No, If no, why not?	
Wages: _____ Start End	Reason for Leaving:
What will this employer say was the reason your employment terminated?	
How much notice did you give when resigning? If none, explain:	

Employer <i>Name</i> :	<i>Address</i> :
Type of Business:	Telephone: ()
Dates Employed: From ____/____/____ To ____/____/____	Job Title
Supervisor's Name	Duties
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No, If no, why not?	
Wages: _____ Start End	Reason for Leaving:
What will this employer say was the reason your employment terminated?	
How much notice did you give when resigning? If none, explain:	

Please explain fully all gaps in your employment history in excess of one month:

Have you ever been terminated or asked to resign from any job? Yes No

Has your employment ever been terminated by mutual agreement? Yes No

Have you ever been given the choice to resign rather than be terminated? Yes No

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer related references.

NAME	POSITION	COMPANY	WORK RELATIONSHIP	TELEPHONE

Please list the names of personal references (not previous employers or relatives) who know you well that we may contact.

NAME	OCCUPATION	ADDRESS	TELEPHONE	# YRS KNOWN

APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that the YBIS&BC may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If the YBIS&BC has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the YBIS&BC's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the YBIS&BC's policies and applicable federal, state, and local law.

If employed by the YBIS&BC, I understand and agree that the YBIS&BC, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, non-compete, and/or conflict of interest statement.

I certify that all the information on this application, my résumé, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS INTENDED TO CREATE OR DOES CREATE A CONTRACT OF EMPLOYMENT, OFFER, OR PROMISE OF EMPLOYMENT FOR A DEFINITE TERM. I ACKNOWLEDGE THAT IF HIRED BY THE YBIS&BC, EMPLOYMENT IS ON AN AT-WILL BASIS IN ACCORDANCE WITH STATE LAW. THIS MEANS THE YBIS&BC IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, IN ACCORDANCE WITH STATE LAW, AND ACCEPTANCE OF EMPLOYMENT IS NOT A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIED TIME. SIMILARLY, I AM FREE TO TERMINATE MY EMPLOYMENT WITH THE YBIS&BC AT ANY TIME FOR ANY REASON. THIS AT-WILL PROVISION MAY BE MODIFIED OR WAIVED ONLY IN A WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE YBIS&BC AND ME. I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE YBIS&BC, AND I UNDERSTAND THAT THE YBIS&BC HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL OR ITS ARBITRATION POLICY, IF ANY.

I authorize the YBIS&BC or its agents to confirm all statements contained in this application and/or résumé as it relates to the position I am seeking and to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the YBIS&BC or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the YBIS&BC and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by YBIS&BC, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by YBIS&BC. I also understand YBIS&BC employs only individuals who are legally eligible to work in the United States for YBIS&BC.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF SIXTY (60) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE.

Applicant Signature _____

Date ____/____/____

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that the YBIS&BC, to the extent permitted by federal, state, and local law, can test the applicant for controlled substances, conduct inspections of property without notice, and communicate screen results to YBIS&BC personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian:	Witness:
Signature:	Signature:
Date:	Date: