



## NEW EMPLOYEE APPLICATION

### Mission Statement

As experts in financial education, we are committed to developing the financial literacy of young people through real-life experiences and hands-on programs purposefully designed to enable them to prosper in our free enterprise system.

### About Us

Young Americans Center for Financial Education is seeking hard-working individuals with the skills, education and abilities to work with our staff, program participants, bank customers, schools and community to advance our passion of “money smarts for kids, money skills for life” to the future generation.

We are Young Americans Center for Financial Education. We started as Young Americans Bank, a full-service state-chartered bank, in 1987 and have grown to include nonprofit programs that serve youth up to age 22, including Young AmeriTowne, International Towne, YouthBiz, summer camps, and more. Every year our programs reach more than 60,000 young people throughout the state. We are committed to developing the financial literacy of young people through real life experiences and hands-on programs purposefully designed to enable them to prosper in our free enterprise system. We teach personal finance, free enterprise, global economics and entrepreneurship.

### About You

- Candidates must have prior experience working with young people and be able to interact with them in a positive and patient manner.
- Candidates must have the skills, education, and abilities to perform the specific job for which they are applying.
- Candidates must provide references that indicate a continuous trend of good work history, satisfactory job performance and a good standing in the community.

### We are an Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.



## GENERAL INFORMATION

Please answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you need more room. PLEASE PRINT, EXCEPT FOR YOUR SIGNATURE. Be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Name		Date
Street		
City	State	Zip
Email		
Home Phone	Cell Phone	

Position applying for: \_\_\_\_\_ Are you seeking: Full-time  Part-time  Temp

Have you ever applied here before? Yes  No  If so, when: \_\_\_\_\_

Were you ever employed here? Yes  No  If so, when: \_\_\_\_\_

Are you a U.S. Citizen? Yes  No  If not, what type of visa do you hold? \_\_\_\_\_

## EDUCATION

School	Name, City, State	Years Attended	Degree/Major	Completed? (circle one)
High School				Yes No
College				Yes No
Graduate School				Yes No
Other				Yes No

## WORK HISTORY

Please list present or most recent employers first. Use another sheet of paper if necessary.

Employer	Duties
Street	
City, State, Zip	Your Job Title
Telephone	May we contact this employer?      Yes    No
Supervisor	Reason(s) for leaving:
Employed From                      To	

Employer	Duties
Street	
City, State, Zip	Your Job Title
Telephone	May we contact this employer?      Yes    No
Supervisor	Reason(s) for leaving:
Employed From                      To	

Employer	Duties
Street	
City, State, Zip	Your Job Title
Telephone	May we contact this employer?      Yes    No
Supervisor	Reason(s) for leaving:
Employed From                      To	

## GET TO KNOW YOU

I have/can do the following:

- |                                                                  |                                                                              |
|------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Multi-task                              | <input type="checkbox"/> Be creative                                         |
| <input type="checkbox"/> Communicate with students and youth     | <input type="checkbox"/> Good people skills                                  |
| <input type="checkbox"/> Communicate with teachers and adults    | <input type="checkbox"/> Strong follow-through skills                        |
| <input type="checkbox"/> Pay attention to details                | <input type="checkbox"/> Use email/internet                                  |
| <input type="checkbox"/> Work under stress/deadlines             | <input type="checkbox"/> Problem-solve                                       |
| <input type="checkbox"/> Handle heavy lifting (30 lbs)           | <input type="checkbox"/> Be a quick learner                                  |
| <input type="checkbox"/> Speak the following languages: _____    | <input type="checkbox"/> Work outdoors (part of the day during summer camps) |
| _____                                                            |                                                                              |
| <input type="checkbox"/> Computer Skills (please specify): _____ |                                                                              |
| _____                                                            |                                                                              |

True or False

- T F I enjoy seeing the sunrise
- T F I can work occasional weekends.
- T F I can occasionally work in the evening.
- T F I can work well with co-workers.
- T F I enjoy working with people of all ages.
- T F I am usually optimistic and enthusiastic about the upcoming day.

Please give details of your experience in working with youth.

Young Americans is a very service-oriented business. What does good service mean to you?

What experience and knowledge do you expect to gain from working at Young Americans?

When we check your references, what do you think they will name as your:

Greatest strength?

Greatest weakness?

Describe your community activities (volunteer work, boards served, etc).

## REFERENCES

Please list professional references other than former employers.

Name
Phone
Relationship

Name
Phone
Relationship

## AFFIDAVIT, CONSENT AND RELEASE

Please read each statement carefully before signing.

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in the application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organization to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organization from any legal liability in making such statements.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment background screening. If hired, you will be required to provide proof of your eligibility to work in the United States.

I understand that this application, verbal statements by management, or subsequent employment does not create an express or implied contract of employment nor guarantee employment for any definite period of time. Only the President of the organization has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the President and the employee. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without reason and with or without notice.

By signing below, I am stating my agreement/understanding of this organization's "at will" employment policy.

I am also pledging that everything I stated is accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_