



Dear Applicant

***Welcome to Trinity Youth Services.***

Trinity is a premier provider of programs and services to children and families throughout the United States. We seek team members with a genuine commitment to the empowerment of at-risk children and their families, and a willingness to work in a highly demanding, fast paced environment, which requires dedication and a desire to provide positive role models for the children in our care.

We celebrate diversity and hire accordingly. We believe that training and career development are key to employee retention and satisfaction, and prefer to promote from within. Come join the Trinity team and help us continue to be a leader in providing services to children and their families.

The application process:

Successful completion and clearance of all the following procedures is required.

- Completed application form
- Résumé
- Personal Interview
- Reference and background check
- Physical examination with drug testing
- Fingerprint clearance
- Must provide proof of High School graduation or GED and if applicable, College or University degree/diploma.

If we decide to consider you for employment, you will be advised as to how to proceed through each phase of this process. To begin, please complete the attached application.

Since we are continually seeking exceptionally qualified professionals, we sincerely appreciate your interest in our Agency. If we can be of any assistance to you, please do not hesitate to call our office at (909) 825-5588.

*Trinity Youth Services is an Equal Opportunity Employer  
and offers an excellent benefits package including health/dental/vision/life insurance,  
education reimbursement, vacation/sick leave and 403(b) plans.*

PLEASE TYPE OR PRINT IN DARK INK ONLY

Last Name First Middle Applying for which position?



Human Resources
1450 E. Cooley Drive
Colton, CA 92324
(909) 825-5588
www.trinityys.org

APPLICATION FOR EMPLOYMENT

Date of Application

Interested in Full, Part-Time, On Call?

Shift or Hours Preferred

Hourly Monthly Wage Expectations

NOTE: All sections of this application must be completed even if a resume is attached. Incomplete applications may result in disqualification for consideration for employment.

Current Street Address City State Zip Code

Years at above Address Home Phone Message Phone E-Mail Address

Drivers License/Identification Class: State: Number: Date Expires:

Please answer ALL of the following questions:

- 1. Have you ever been employed by Trinity Youth Services?
2. If employed would you be in a supervisory or subordinate relationship to any relative or member of your household?
3. Can you safely perform the essential functions of the job for which you are applying, with or without reasonable accommodation?
4. Can you, after employment, submit verification of your legal right to work in the U.S.?
5. Do you now or will you in the future require sponsorship for a work visa?
6. Have you ever been convicted of a crime? \* \*\*

A conviction is any plea of guilty or nolo contendere (no contest) or a verdict of guilty.

\*In answering the foregoing question, you are not obligated to disclose sealed, annulled, or expunged convictions that have been pardoned by the governor. Please be aware that a criminal conviction will not necessary be a bar to employment. However, failure to honestly and completely answer this question (other than as described below) will result in discontinued consideration of the application or termination of employment.

\*\*If you are a candidate residing or applying for a position in California, please note the limitations on the scope of this inquiry as follows:

CALIFORNIA candidates and residents only: Excluded from this inquiry are the following:

- Convictions for misdemeanor marijuana-related convictions that are more than two (2) years old;
Misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed; and
Information regarding referral to and participation in any pretrial or post-trial diversion program.

Subject to the following disclaimers, if you answered "yes" to the criminal conviction question above, please state nature of offense(s), date(s), city and state and disposition. If needed, use a separate sheet of paper.

Blank lines for providing details of criminal convictions.

Are you currently under arrest for any crime for which you are now out on bail or on your own recognizance? If "Yes", please explain.

- 7. Do you understand that if an offer of employment is made and prior to commencement of employment, you will be required to take a medical examination, which includes drug screening, and a background check/fingerprint clearance, and that any offer of employment is contingent upon passing the medical exam, drug screening, and background check/fingerprint clearance?

Equal Opportunity Employer

If you need a reasonable accommodation in the hiring process, please notify the person distributing or accepting this application.

**EDUCATION:** Applicants are required to furnish proof of academic training and completion by transcript, diploma, or G.E.D scores.

HIGH SCHOOL ATTENDED	NUMBER OF YEARS		CERTIFICATION OR DEGREE AND DATE RECEIVED	
COLLEGES/TECHNICAL OR BUSINESS SCHOOLS ATTENDED (Name, Address, State, City)	MAJOR FIELD OF STUDY	UNITS Qtr      Sem		CERTIFICATION OR DEGREE AND DATE RECEIVED
Name: Address:				
Name: Address:				
Name: Address:				

**EXPERIENCE:** Please account for all employment, including periods of unemployment, beginning with your current or most recent employer. In addition, please indicate any other experience that you feel is relevant to the position for which you are applying (military experience, volunteer or experience gained). Attach an additional sheet if extra space is needed. Trinity Youth Services reserves the right to rate candidates based on a review of the application materials, and to invite only the most qualified applicants to participate in successive parts of the selection process.

Employer: _____ Address: _____ _____ Phone No. _____ Dates Employed: From _____ To _____ Ending Pay: _____	Job title held: _____ Supervisor's Name _____ Describe your duties: _____ _____ _____ Reason for Leaving: _____
Employer: _____ Address: _____ _____ Phone No. _____ Dates Employed: From _____ To _____ Ending Pay: _____	Job title held: _____ Supervisor's Name _____ Describe your duties: _____ _____ _____ Reason for Leaving: _____
Employer: _____ Address: _____ _____ Phone No. _____ Dates Employed: From _____ To _____ Ending Pay: _____	Job title held: _____ Supervisor's Name _____ Describe your duties: _____ _____ _____ Reason for Leaving: _____
Employer: _____ Address: _____ _____ Phone No. _____ Dates Employed: From _____ To _____ Ending Pay: _____	Job title held: _____ Supervisor's Name _____ Describe your duties: _____ _____ _____ Reason for Leaving: _____

Please list three references (not relatives).

Name

Address

Telephone Number

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**APPLICANT'S STATEMENT**

**Please read carefully. By signing below, you are certifying that you have read, fully understand, and accept all terms of this application.**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I authorize Trinity to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Trinity any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure and hereby specifically waive any required written notification. In addition, I hereby release Trinity, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I also agree to execute all appropriate documents required for Trinity to obtain an "investigative consumer report" about me. I understand that if Trinity requests an investigative consumer report, I will receive a separate written notification and be provided the opportunity to request a copy of the report.

I agree that if employed, I will abide by all policies and procedures established by Trinity. I hereby acknowledge that, if hired by Trinity, my employment is "at will," that I may resign at any time, and Trinity may terminate my employment at any time, with or without cause, with or without notice, and without further obligation or liability. I understand that the terms of my employment under this paragraph cannot be modified except by written agreement dated and signed by Trinity's CEO. This paragraph incorporates all prior discussions and understandings between myself and Trinity.

I understand that all disputes arising out of my employment with Trinity will be resolved by binding arbitration and that, if hired, I will be presented with an arbitration agreement.

\_\_\_\_\_  
Applicant's Name (Please print)

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

\_\_\_\_\_  
Date

## APPLICANT IDENTIFICATION RECORD

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

All information that is provided will be used only for record-keeping purposes. Further, such information will be kept separate from the employment application and the employee's main personnel file. This form will be on file at the Corporate Office only.

**Please print your answers:**

Name: _____	
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Position Applied For: _____
Ethnicity: <i>(Check one)</i>  <input type="checkbox"/> <b>American Indian or Alaska Native (Not Hispanic or Latino):</b> A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.  <input type="checkbox"/> <b>Asian (Not Hispanic or Latino):</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.  <input type="checkbox"/> <b>Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):</b> A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  <input type="checkbox"/> <b>Black or African American (Not Hispanic or Latino):</b> A person having origins in any of the black racial groups of Africa.  <input type="checkbox"/> <b>White (Not Hispanic or Latino):</b> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.  <input type="checkbox"/> <b>Hispanic or Latino:</b> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.  <input type="checkbox"/> <b>Two or More Races (Not Hispanic or Latino):</b> All persons who identify with more than one of the above five races.	How did you hear about this vacancy? <i>(Check one and complete)</i>  <input type="checkbox"/> Current Employee <i>(Please specify)</i> _____  <input type="checkbox"/> Publication  <i>(Please specify)</i> _____  <input type="checkbox"/> Job Announcement <i>(Where posted)</i> _____  <input type="checkbox"/> Career Fair <i>(Please specify)</i> _____  <input type="checkbox"/> Visit to the Human Resources Office  <input type="checkbox"/> TV  <input type="checkbox"/> Internet: <a href="http://www.trinityys.org">www.trinityys.org</a>  <input type="checkbox"/> Other: _____
Trinity Youth Services is an <i>Equal Opportunity Employer</i>	