



# Employment Application

As an Equal Opportunity Employer, we will always endeavor to select the best qualified individuals based on job related qualifications, regardless of race, creed, color, sex, national origin, handicap, marital status, age, political belief, genetic information, or religion.

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

## Purpose of Roy Maas Youth Alternatives (RMYA)

RMYA is a comprehensive child care program for children and youth who are experiencing some type of crisis in their lives. Their need is our reason for existing. We take a positive approach in addressing the social, recreational, intellectual, physical, and emotional development of each child. As a staff member at RMYA, your primary responsibility is to provide an environment whereby each child can understand their behavior, take responsibility for their actions and further develop their potential.

## Personal Appearance

As a representative of RMYA, you are expected to take pride and care in your appearance, dress, and general grooming. Cleanliness and caring for your personal hygiene is a requirement.

## Treatment of residents and fellow staff members

How we handle anger, frustration, conflicts, and crisis situations are all big factors in how successful we are in shaping the direction of the youth with whom we work. Respect for self and others is a critical requirement for all staff members.

## Job Position

|   |  |  |
|---|--|--|
| Position applying for:  |  |  |
| <input type="checkbox"/> Residential Specialist   | <input type="checkbox"/> Residential Specialist (11p-7a shift)   | <input type="checkbox"/> Thrift Shop Employee      |
| <input type="checkbox"/> Therapist (LPC/LCSW)   | <input type="checkbox"/> Secretarial/Office Work   | <input type="checkbox"/> Food Service/ Maintenance |
| Days available to work:   | Hours available to work:   | Pay desired: \$ _____                              |
| <input type="checkbox"/> Weekdays <input type="checkbox"/> Weeknights <input type="checkbox"/> Weekends | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time  |  |
| Date you can start work: _____  | Have you ever applied for employment at RMYA?<br><input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| Work location desired:  | How did you learn of RMYA?   |  |
| <input type="checkbox"/> Boerne <input type="checkbox"/> San Antonio <input type="checkbox"/> Either    | <input type="checkbox"/> Agency Website<br><input type="checkbox"/> SA Current <input type="checkbox"/> Paisano <input type="checkbox"/> Other: _____<br><input type="checkbox"/> Employee (name): _____ |  |

## Personal Background

|  |                         |         |
|--|-------------------------|---------|
| Last Name:   | First:                  | Middle: |
| Street Address:  | Phone:                  |         |
| City/State/Zip:  | Alt. Phone:             |         |
| Driver's License   | Social Security Number: |         |
| Emergency Contact Name: _____ Relationship: _____ Phone: _____ |                         |         |

For office use only:

## Educational Background

| School      | Name & Location | Course of Study | No. Years Completed | Did you Graduate | Degree or Diploma |
|-------------|-----------------|-----------------|---------------------|------------------|-------------------|
| High School |                 |                 |                     |                  |                   |
| College     |                 |                 |                     |                  |                   |
| Other       |                 |                 |                     |                  |                   |

## Employment Background

|                              |   |
|------------------------------|---|
| Company Name:                | Phone:  |
| Address:                     | Employed (state month & year)<br>Start: _____ Last: _____ |
| Name of Supervisor:          | Salary<br>Start: \$ _____ Last: \$ _____                  |
| Job Title:<br>Describe Work: | Reason for leaving:                                       |

|                              |   |
|------------------------------|---|
| Company Name:                | Phone:  |
| Address:                     | Employed (state month & year)<br>Start: _____ Last: _____ |
| Name of Supervisor:          | Salary<br>Start: \$ _____ Last: \$ _____                  |
| Job Title:<br>Describe Work: | Reason for leaving:                                       |

|                              |   |
|------------------------------|---|
| Company Name:                | Phone:  |
| Address:                     | Employed (state month & year)<br>Start: _____ Last: _____ |
| Name of Supervisor:          | Salary<br>Start: \$ _____ Last: \$ _____                  |
| Job Title:<br>Describe Work: | Reason for leaving:                                       |

Roy Maas Youth Alternatives (RMYA) may contact the employers listed above unless you indicate those you do not want us to contact. Please indicate those that you do not want us to contact:

Do Not Contact- Employer: \_\_\_\_\_ Reason: \_\_\_\_\_

By signing the application below, you authorize RMYA to obtain employment records including, but not limited to, dates of employment and eligibility to be rehired from employers we contact.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## References

| Name & Occupation<br>(Not former employers or relatives) | Phone Numbers |
|--|---------------|
| 1)   |               |
| 2)   |               |
| 3)   |               |
| 4)   |               |

### If hired, how long do you intend to work for RMYA?

0 - 3 Months    3 - 6 Months    6 Months - 1 Year    1 – 2 Years    2 – 5 Years    5+ Years

## Licenses

Licenses you hold: \_\_\_\_\_

Indicate languages you speak, read, and/or write: \_\_\_\_\_

## Signature

Roy Maas Youth Alternatives, (RMYA) is required to check criminal conviction records on applicants in positions with direct contact with persons served by the agency once an employment offer is made. Certain convictions may make you ineligible for employment/continued employment and lead to dismissal.

For insurance purposes, driving records will be checked on all employees who are required to drive. If an employee is not insurable, employment may be terminated.

I hereby declare the information provided by me in this Employment Application is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal and I understand that as a condition of employment, compliance with the RMYA Personnel Policies is required.

I am also aware that RMYA does have a Drug Abuse Policy and that all staff are required to consent to random and pre-employment drug and alcohol testing upon request with or without cause.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Questions & Answers

1. Why do you want a job at Roy Maas Youth Alternatives (RMYA)? \_\_\_\_\_

\_\_\_\_\_

2. How would you encourage a child to solve a problem they are experiencing? \_\_\_\_\_

\_\_\_\_\_

3. Describe the ideal environment for a child to live in. \_\_\_\_\_

\_\_\_\_\_

4. What are some techniques or ideas you have that you could share with the children and families we serve at RMYA that can motivate them to learn, grow, and make positive changes in their lives? \_\_\_\_\_

\_\_\_\_\_

5. How do you feel residents living at RMYA programs and families that we provide services for should be treated? \_\_\_\_\_

\_\_\_\_\_

6. List qualities that you have that allow you to work well with others then describe how you would handle a conflict with another employee? \_\_\_\_\_

\_\_\_\_\_

7. If you saw another employee breaking an RMYA policy or rule how would you handle the situation?

\_\_\_\_\_

8. What qualities do you possess that would make you a good employee and a good role model for the children we care for? \_\_\_\_\_

\_\_\_\_\_

9. At RMYA we work with children/families from a wide range of cultural, ethnic, and socioeconomic backgrounds. How do you define cultural diversity? What are your professional and/or personal experiences in a culturally diverse setting? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_