

# AT-WILL EMPLOYMENT APPLICATION



**Jubilee Youth Ranch and Academy**  
29 Jubilee Circle, Prescott, WA 99348  
Ofc. 509-749-2103 Fax 509-749-2076

ALL POTENTIAL EMPLOYEES ARE EVALUATED WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, THE PRESENCE OF A NON-JOB RELATED HANDICAP OR ANY OTHER LEGALLY PROTECTED STATUS.

Position Sought: \_\_\_\_\_

How did you learn about the position? \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Office Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Email Address: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_ Desired Wage/Salary \$ \_\_\_\_\_

Are you a U.S. citizen, or are you otherwise authorized to work in the U.S. without any restriction?  Yes  No

If NO, Please explain: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No If yes, please describe circumstances: \_\_\_\_\_

Have you ever been involuntarily terminated or asked to resign from any position of employment?  Yes  No

If yes, please describe circumstances: \_\_\_\_\_

If selected for employment, are you willing to submit to a pre-employment drug screening test?  Yes  No

## EDUCATION

School Name	Location	Years Attended	Degree Received	Major

**Other training, certifications, or licenses held:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List other information pertinent to the At-will employment you are seeking:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY

*(Most Recent First.)*

1. Employer \_\_\_\_\_ Job Title \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Prior Position Held within Company (if any): \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Supervisor \_\_\_\_\_ May we contact?  Yes  No  
Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Duties Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

2. Employer \_\_\_\_\_ Job Title \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Prior Position Held within Company (if any): \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Supervisor \_\_\_\_\_ May we contact?  Yes  No  
Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Duties Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

3. Employer \_\_\_\_\_ Job Title \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Prior Position Held within Company (if any): \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Supervisor \_\_\_\_\_ May we contact?  Yes  No  
Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Duties Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

4. Employer \_\_\_\_\_ Job Title \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Prior Position Held within Company (if any): \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Supervisor \_\_\_\_\_ May we contact?  Yes  No  
Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Duties Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

## **ACKNOWLEDGMENT AND AUTHORIZATION**

**Jubilee Youth Ranch and Academy:** Authorization for verification Policy

- I authorize investigation of all statements contained in this application for At-will employment as may be necessary in arriving at an employment decision. This application for At-will employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for At-will employment beyond this time period should inquire as to whether or not applications are being accepted at that time. In the event of At-will employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

**Jubilee Youth Ranch and Academy:** At-will employment policy

- I understand that my employment is at will, and neither I nor Jubilee Youth Ranch and Academy has entered into a contract regarding the duration of my employment. I am free to terminate my employment with Jubilee Youth Ranch and Academy at any time, with or without reason. Likewise, Jubilee Youth Ranch and Academy has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of Jubilee Youth Ranch and Academy. No employee of Jubilee Youth Ranch and Academy can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the Executive Director, and/or the Board of Directors.

**Jubilee Youth Ranch and Academy:** Background Check policy

- If selected for employment at Jubilee I authorize Jubilee Youth Ranch and Academy to conduct a background check from the child abuse registry and from the Washington State Police and current references. The applicant may be hired prior to the Washington State Registry check, as this check takes some three to four weeks. Applicant who is hired prior to the official results of the background check may be terminated as a result of a negative background report. A negative background report that consists of prior legal or non legal allegations or convictions may be grounds for termination.

**Jubilee Youth Ranch and Academy:** Reference Check Policy

- Three prior job and three personal references must be provided and will be contacted to ascertain qualification for At-will employment. (There are no exceptions to the reference checks). The applicant must be informed that we will not employ any person until the registry reference check and all other references are complete and acceptable to this ministry.

**Jubilee Youth Ranch and Academy:** Drug screening policy

- I understand that, as a condition of At-will employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the request of Jubilee Youth Ranch and Academy. I hereby consent to having the results of any alcohol or drug screening I may be required to undergo disclosed to the company.

**Jubilee Youth Ranch and Academy:** Change of At-will employment agreement

- I understand and agree that Jubilee Youth Ranch and Academy reserves the right to establish and change any of the terms and conditions of my employment at its discretion at any time, as it deems appropriate, unless I am covered by a contract of employment signed by the Executive Director of Jubilee Youth Ranch and Academy.

**Jubilee Youth Ranch and Academy:** At-will Application only policy

- I understand that in submitting this application it does not in any form imply or enter into commitment for At-will employment with Jubilee Youth Ranch and Academy

**READ THE ABOVE STATEMENTS BEFORE SIGNING.**

I certify that I have read all of the foregoing, understand the same, and do hereby voluntarily agree to all of the provisions of this authorization, certification, and agreement. I also certify that answers given herein are true and complete to the best of my knowledge.

Applicant Name (please print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_