



## Employment Application - Professional Positions

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### PLEASE READ CAREFULLY

Thank you for your interest in working for Ouachita Children's Center, Inc. Working at OCC is not just a job; it is a commitment to help our community's youth. Ouachita Children's Center Inc. (OCC) provides residential and non-residential services to youth ages 6 – 17. We are licensed by the State of Arkansas Department of Human Services, as a Residential Childcare Facility. All employees must meet certain requirements and obtain criminal, child, and adult maltreatment clearances. Employees must also have a valid driver's license and receive clearance through our automobile insurance provider. Failure to disclose criminal offenses, child or adult abuse, and traffic violations on your application will result in the disqualification of your application. Any falsification of this information will result in disqualification/immediate termination.

If you are offered a position at OCC, you will report to the Business Office to make arrangements for a drug screen. Our intent to hire is contingent upon a negative drug screen result. Failure to pass the drug screen will disqualify your application. You must also submit the following documents to the Business Office within the timeframes requested:

- Copy of College diplomas (Undergraduate/Graduate)
- Copy of transcript from an accredited college or university
- Copy of Licensure (if applicable)
- Copy of **Driver's** License
- Copy of Social Security Card
- Copy of First Aid and CPR certification (if applicable)

Failure to meet any of the requirements set forth in this document will result disqualification of your application from the employment process. Falsification of any information on your application will result in disqualification/immediate termination.

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Applicant's Signature

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Date

OCC is an equal opportunity employer. We adhere to making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age and disability. We assure you that your opportunity for employment with OCC depends solely on your qualifications.

# OUACHITA CHILDREN'S CENTER, INC.

## Employment Application

APPLICANT INFORMATION					
Last Name		First		M.I.	
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone			E-mail Address		
Date Available			Social Security No.		
Position Applied for			Desired Salary (be specific)		

HAVE YOU EVER BEEN CONVICTED OF A CRIME?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.					
DO YOU HAVE A VALID DRIVER'S LICENSE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
What is your means of transportation to work?					
Driver's License Number		State of Issue		Expiration Date	
Operator <input type="checkbox"/>	Commercial (CDL) <input type="checkbox"/>	Chauffeur <input type="checkbox"/>			

EDUCATION					
High School		Location			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Location			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Location			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

REFERENCES			
Please list THREE references that have knowledge of your professional experience (other than relatives or previous employers) whom we may contact:			
Full Name		Relationship	
Company		Phone	(      )
Address			
Full Name		Relationship	
Company		Phone	(      )
Address			
Full Name		Relationship	
Company		Phone	(      )
Address			

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

PREVIOUS EMPLOYMENT					
Company				Phone	(      )
Address				Supervisor	
Job Title			Starting Salary	\$	Ending Salary \$
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference?			Yes	<input type="checkbox"/>	No <input type="checkbox"/>
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.					

Company				Phone	( )
Address				Supervisor	
Job Title			Starting Salary	\$	Ending Salary \$
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference?			Yes	<input type="checkbox"/>	No <input type="checkbox"/>
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.					

Company				Phone	( )
Address				Supervisor	
Job Title			Starting Salary	\$	Ending Salary \$
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference?			Yes	<input type="checkbox"/>	No <input type="checkbox"/>
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.					

<b>DISCLAIMER AND SIGNATURE</b>	
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date