

**APPLICATION FOR EMPLOYMENT
GO YE VILLAGE, INC**

In accordance with applicable local, state and federal law, Go Ye Village, Inc is an EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER. All personnel actions, including recruitment, hiring, promotion, training, and benefits, are administered without regard to race, sex, age, color, national origin, height, weight, marital status, sexual orientation, religion, handicap unrelated to ability to perform one's job and Vietnam era or disabled veteran status. Please complete this application thoroughly and accurately. Please answer all questions, even if you attach a resume.

Department _____ Today's Date _____
Phone number to contact you at _____

Personal Information

Last Name _____ First Name _____ Middle Initial _____

Maiden Name or Alias(s) _____

Social Security Number _____ Email Address _____

Street Address _____ City _____ State _____ Zip Code _____

Have you live at this address for at least seven (7) years? Yes ___ No ___

If not please list your last 3 addresses

Street Address _____ City _____ State _____ Zip Code _____

Street Address _____ City _____ State _____ Zip Code _____

Street Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____ Fax Number _____

Are you at least 18 years of age? Yes No

Are you a former GYV employee? Yes No

Do you have the legal right to work in the US? Yes No

Work Schedule

Hours available to work: ___ Day ___ Evening ___ Both
 ___ Nights ___ Weekends ___ Both
 ___ Full-Time ___ Part-Time ___ Occas. Part-Time

Are you capable of performing the job requirements set forth in the job description attached hereto (with or without accommodations)?

Yes _____ Yes, with accommodation _____ No _____

If you answered "Yes with accommodation", How would you perform the tasks, and with what accommodations?

Education

Are you a high school graduate or do you have a GED or equivalent? Yes No

| <u>College, university, business, technical, and/or military schools attended</u> | <u>Major, Minor or Concentration</u> | <u>Degree or Certificate Earned</u> |
|---|--------------------------------------|-------------------------------------|
| | | |
| | | |

Additional education, skills or training which relate to the position for which you are applying:

Licenses and/or certificates which relate to the position for which you are applying:

| Type of License/Certificate | Issuing State/Agency | Number | Expiration Date |
|---|----------------------|--------|-----------------|
| <input type="checkbox"/> Driver's <input type="checkbox"/> Chauffeur's <input type="checkbox"/> CDL | | | |
| Class <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C License | | | |
| Professional/Technical (indicate type) | | | |

Employment History

Please start by listing your current or most recent work experience, including any U.S. or other military experience. Include all employment, whether full time, part-time, summer or temporary. You may attach a list of additional experience and you are encouraged to do so if it is related to the employment you seek at Go Ye Village.

Employer Name _____ Start Date _____ End Date _____

Street Address _____ City _____ State _____ Zip Code _____

Position Title _____ Full-Time Part-Time Ending Salary \$ _____

Reason for Leaving _____

Description of duties, responsibilities, and equipment operated:

If we are seriously considering you for employment, may we contact this employer? Yes No

Supervisor _____ Phone _____

Employer Name _____ Start Date _____ End Date _____

Street Address _____ City _____ State _____ Zip Code _____

Position Title _____ Full-Time Part-Time Ending Salary \$ _____

Reason for Leaving _____

Description of duties, responsibilities, and equipment operated:

If we are seriously considering you for employment, may we contact this employer? Yes No

Supervisor _____ Phone _____

Employer Name _____ Start Date _____ End Date _____

Street Address _____ City _____ State _____ Zip Code _____

Position Title _____ Full-Time Part-Time Ending Salary \$ _____

Reason for Leaving _____

Description of duties, responsibilities, and equipment operated:

If we are seriously considering you for employment, may we contact this employer? Yes No

Supervisor _____ Phone _____

Have you ever been terminated or asked to resign from any position? ___Yes ___No

References-excluding family

- | | |
|----------------|-------------------|
| 1. Name _____ | Years Known _____ |
| Position _____ | Phone _____ |
| 2. Name _____ | Years Known _____ |
| Position _____ | Phone _____ |
| 3. Name _____ | Years Known _____ |
| Position _____ | Phone _____ |

Where did you hear about openings at Go Ye Village?

- Newspaper Website College Recruitment Walk-In
 Employee Referral Other _____

Excluding minor traffic violations, have you ever been convicted of a felony or misdemeanor? Yes No

If yes, list date, charge, place, court and action taken. A prior conviction does not necessarily mean that you cannot be employed. Criminal convictions will be considered in relation to the position for which you have applied.

Applicant's Certification and Agreement

Please Read Carefully –If you answer ‘No’ to any of the questions below, explain in the space after the question.

- a. ___Yes ___No I understand the employer has the right to proceed with any criminal background check.
 b. ___Yes ___No I understand as part of the job selection process, I may be required to take a drug-screening test at the time of employment and if requested in accordance with the state and federal law at any time during my employment. A test result that has been confirmed as positive will eliminate me from employment. If I refuse to sign this form and submit to drug testing, the employer will reject my application.

 c. ___Yes ___No I understand I may be required to have a physical examination and I hereby consent to take a physical examination and any future physical examinations as required by the employer.

 d. ___Yes ___No I understand if I am hired I will be required to produce proof that I have a legal right to working in the U.S.A. in accordance with the IRCA of 1986.

 e. ___Yes ___No I understand this form is not an employment contract.

Criminal Arrest Check List

Effective November 1, 2012, and in accordance with public law, Title 63 of the Oklahoma Statutes, Section 1-1950.1, employment at this employer shall **not be** considered if the below signed individual has been *convicted of, pled guilty or no contest to, or received a deferred sentence for, a felony or misdemeanor offense for any of the following offenses in any state or federal jurisdiction, as stated by Oklahoma Statute, Section 1-1950.1(C)(1) of Title 63:*

- a. abuse, neglect or financial exploitation of any person entrusted to the care or possession of such person,
 b. rape, incest or sodomy,
 c. child abuse,
 d. murder or attempted murder,

- e. manslaughter,
 f. kidnapping,
 g. aggravated assault and battery,
 h. assault and battery with a dangerous weapon, or
 i. arson in the first degree.

Effective November 1, 2012, and in accordance with public law, Title 63 of the Oklahoma Statutes, Section 1-1950.1, employment at this employer shall **not be** considered for the below signed individual *if less than seven (7) years have elapsed since the **completion of sentence**1, and the results of a criminal history check reveal that the subject person has been convicted of, or pled guilty or no contest to, a felony or misdemeanor offense for any of the following offenses, in any state or federal jurisdiction, as stated by Oklahoma Statute, Section 1-1950.1(C)(2) of Title 63:*

- | | |
|--|--|
| <ul style="list-style-type: none"> a. assault, b. battery, c. indecent exposure and indecent exhibition, except where such offense disqualifies the applicant as a registered sex offender, d. pandering, e. burglary in the first or second degree, f. robbery in the first or second degree, | <ul style="list-style-type: none"> g. robbery or attempted robbery with a dangerous weapon, or imitation firearm, h. arson in the second degree, i. unlawful manufacture, distribution, prescription, or dispensing of a Schedule I through V drug as defined by the Uniform Controlled Dangerous Substances Act, j. grand larceny, or k. petit larceny or shoplifting. |
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¹ Pursuant to 63 O.S. § 1-1950.1(A)(5), "*Completion of the sentence*" means the last day of the entire term of the incarceration imposed by the sentence including any term that is deferred, suspended or subject to parole.

It is further understood that if I am hired, it will be as a temporary employee until the employer receives my criminal background check. If I have no criminal record in accordance with state law, I may be considered for employment, subject to training requirements and other requirements of the job for which I am applying with this employer.

First _____, **Middle Name (Full)** _____, **Last Name** _____
Maiden Names _____ **Social Security** _____ **DOB** _____

| Initial | |
|---------|---|
| _____ | I understand that employment at Go Ye Village is conditional upon a review of my criminal conviction records. I authorize the facility to request and obtain from any criminal justice agency, an investigation and report to determine my prior criminal conviction(s), if any. |
| _____ | In accordance with the Crime Awareness and Security Act of 1990. I understand that a copy of this report is available by contacting the Human Resources Department at (918) 456-4542. I understand I will be required to produce at the time of hire Employment Eligibility documents in compliance with the Immigration Reform and Control Act of 1986 (Employment Eligibility Verification Form I-9). If hired, I agree to comply with the applicable rules and regulations of Go Ye Village. |
| _____ | It is further understood that if I am hired, it will be as a temporary employee until the employer receives my criminal background check. If I have no criminal record in accordance with state law, I may be considered for employment, subject to training requirements and other requirements of the job for which I am applying with this employer. I hereby certify I have no previous convictions as listed in the Oklahoma Statute § 1-1950.1(F)(1) Title 63 (A through P of the list in this section). My signature below authorizes the employer to run a background check for notations of Social Security Verification, Pass Address Check, Federal Criminal, Sex Offenders, and Statewide Oklahoma (OSBI). I hereby give the Go Ye Village authority to proceed with criminal record history checks for employment. |

Please read carefully before signing

I understand in filling out this application that Go Ye Village, Inc. is in no way obligated to offer me employment. I certify that the facts set forth in my application for employment are true, correct and complete. **I understand and agree that any misrepresentation or false statement on this application shall be considered cause for the rejection of this application or, in the event I become employed, immediate discharge.** I authorize the release to Go Ye Village, Inc. of all information requested in this application. I authorize the facility to investigate any of the information contained on this application. I understand this information will be used only to evaluate my qualifications for work. I waive any rights which I may have to receive written notice from any employer, institution or reference listed on this application that provides this information to notify me when the requested information is released.

SIGNATURE _____ DATE _____

Thank you for completing this application and for your interest in employment with Go Ye Village, Inc.
Return to Human Resources, 1201 W. 4th St. Tahlequah, OK 74464