



Employment Application

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 High School transcript/GED diploma
- Copy of transcript from an accredited college or university
- Copy of Licensure (if applicable)
- Copy of Drivers License
- Copy of Social Security Card
- Copy of First Aid and CPR certification

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.

Applicant's Signature

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)							
Days Available to Work		SUN		THU		Hours Available		7 am – 3 pm	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		MON		FRI				3 pm – 11 pm	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		TUE		SAT				11 pm – 7 am	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		WED		ANY				Other		
How many hours can you work weekly?						Can you work nights?				
Employment desired			Full-Time Only <input type="checkbox"/>		Part-Time Only <input type="checkbox"/>		Full or Part-Time <input type="checkbox"/>			

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 other than relatives or previous employers.			
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.						
May we contact your present employer?			YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Did you complete this application yourself?			YES <input type="checkbox"/>	NO <input type="checkbox"/>		
If not, who did?						

DISCLAIMER AND SIGNATURE	
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