



YOUTH & FAMILY SERVICES

Dear Applicant:

Thank you for your interest in New Day Youth & Family Services (New Day), an Equal Opportunity Employer. Please take a moment to read the following information before beginning the application.

1. Persons wishing to apply for a position with New Day must be at least 21 years of age.
2. New Day works with a target population of at-risk youth. State licensing regulations applying to our agency:
 - a. Specifically forbid the employment of any person convicted of any criminal offense involving the mistreatment of children, including trafficking of an illegal substance or assault.
 - b. Require the agency to have on file a copy of the employee's criminal record clearance (CRC) prior to working unsupervised with any resident or client.
3. In addition, New Day requires that all employees must:
 - a. Provide proof of a valid New Mexico driver's license
 - b. Qualify under our agency insurance
 - c. Not have been convicted of DWI or DUI in the previous five (5) years
 - d. Provide proof of current personal auto insurance
 - e. Provide verification of education (diploma, transcript, etc.)
 - f. Provide a copy of appropriate licensure (therapists)
 - g. Provide a work history, explaining any gaps in employment

If you have read and understand the above agency requirements; please complete the attached application and submit it along with your resume. In the event you qualify for an open position, you will be notified and we will schedule an interview. If no positions for which you qualify are open at the current time, your application will be kept on file for 30 days and you may be contacted during that time for an available position that matches your qualifications.



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Employment Application

Date: _____

Applicant Information

Name: _____

Street Address: _____

City, State, Zip: _____

Position Desired: _____ Date Available to Work: _____

Are you available to work: Full Time _____ Overnight _____ Weekends _____

Yes No

Are you a citizen of the United States? _____

If no, are you authorized to work in the United States? _____

Have you ever worked for New Day? _____

If so, when? _____

Education

Background	Name and Location of School	Highest Grade Completed	Major Area of Study
High School		9 10 11 12/GED	
College		1 2 3 4	
Trade, Business, or Graduate School			

Licenses or Certificates:



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Do you have training or skills in any of the following areas? Check all that apply. If, yes indicate number of hours and date of training.

Training Topics	Yes/ No	Dates of Training
First Aid /CPR (Current)		
Managing Aggressive Behavior		
Crisis Prevention Intervention		
Medication Management		
Child Abuse and Neglect Laws		
Communication skills and techniques		
Conflict Resolution		
Crisis Management !Intervention		
Child & Adolescent Development		
Knowledge of abusive family dynamics		
Cycle of violence dynamics		
Identifying Client Strengths		
Therapeutic behavior management		
Etiology and symptoms of emotional disturbances		
Ethnic and cultural Awareness		
Accessing community resources and services		
Disciplinary Strategies		
Positive Youth Development Techniques		
Shelter Culture. of Care		
HIPAA Requirements and Laws		
Current criminal records check (CRC)		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		

Note: If you have taken college courses or trained in similar topics please indicate what those topics or subjects were.



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Military Service

Branch	Rank	Dates of Service	Type of Discharge

If discharge is other than honorable, please explain: _____

Personal Information

YES NO

Are you at least 21 years of age _____

Do you have a valid New Mexico driver's license? _____

If no, explain: _____

Have you been convicted of a DWI or DUI in the past 5 years? _____

If yes, explain: _____

Have you been arrested for offenses dealing with mistreatment of children?.. _____

If yes, explain: _____

Have you been arrested for violations or moral turpitude? _____

If yes, explain: _____

Have you had any traffic violations within the last 5 years? _____

If yes, explain: _____

Is there anything in your background that might cause concern about hiring you to work with children?..... _____

If yes, explain: _____



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Driver Information

New Day Insurance Policy requires that employees who drive on agency business, either in a personal or company vehicle, must be insurable. Please provide proof of current automobile insurance regularly. Acceptable driving record is a continuing condition of employment.

Driver's License# _____ Expiration Date _____

Birth Date _____ Social Security# _____

I understand that such information may be required now and from time to time in the future to comply with the safety program of New Day, and/or requirements of companies providing insurance to the Agency. I authorize New Day to obtain information from the Department of Motor Vehicles on my driving history.

Applicant Signature _____ Date _____

Employment History

New Day requires an accurate, complete, full and part time employment record, by month and year, for the last 3 years. Start with your present or most recent employer. Please include explanation of any gaps of 3 months or more in your employment history. Use a separate sheet if necessary.

Employer Name: _____ Phone # _____

Dates of Employment From: _____ To: _____ Position/Title: _____

Supervisor _____ Phone# _____

Reason for Leaving, _____

<i>To be completed by New Day Staff:</i>	
Person Contacted: _____	
Applicant's Employment History was Verified: Yes No	
New Day Initial	Date



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Employer Name: _____ Phone # _____

Dates of Employment From: _____ To: _____ Position/Title: _____

Supervisor _____ Phone# _____

Reason for Leaving, _____

<i>To be completed by New Day Staff:</i>	
Person Contacted:	_____
Applicant's Employment History was Verified:	Yes No
New Day Initial	Date

Employer Name: _____ Phone # _____

Dates of Employment From: _____ To: _____ Position/Title: _____

Supervisor _____ Phone# _____

Reason for Leaving, _____

<i>To be completed by New Day Staff:</i>	
Person Contacted:	_____
Applicant's Employment History was Verified:	Yes No
New Day Initial	Date

Employer Name: _____ Phone # _____

Dates of Employment From: _____ To: _____ Position/Title: _____



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Gaps of 3 Months or More in Employment History

From: _____ To: _____

Explanation: _____

From: _____ To: _____

Explanation: _____

From: _____ To: _____

Explanation: _____

From: _____ To: _____

Explanation: _____

From: _____ To: _____

Explanation: _____

I hereby declare that the information provided by me in the application for employment is true, correct, and complete to the best of my knowledge. I understand that any misstatement or omission of fact on the application may deny my consideration for employment. I also understand that if employed, any misstatement or omission of fact on this application shall be considered cause for rejection or dismissal.

I further authorize investigation of all statements in the application as may be necessary in arriving at the employment decision including obtaining information from my current or former employers. I release and discharge New Day and former employers from all claims or actions which I now have, or which may rise from, the making of any inquiries about me in connection with any of my applications for employment.

Applicant Signature: _____

Date: _____



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Reference Request #1

Name of Reference: _____ Phone: _____

Street Address: _____

City, State, Zip: _____

* Friends and family do not qualify as references

To be completed by New Day staff. Please ask the reference to comment on the following:

	Excellent	Good	Average	Poor	Other
Punctuality/Reliability					
General Attitude					
Judgement					
Honesty					
Following Directives					
Responsibility					
Self-Control/Maturity					
Initiative					
Communication Skills					
Decisiveness					
Employee Relations					
Flexibility/Adaptability					
Utilization of Time					

Additional information you feel may be useful: _____



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Reference Request #2

Name of Reference: _____ Phone: _____

Street Address: _____

City, State, Zip: _____

* Friends and family do not qualify as references

To be completed by New Day staff. Please ask the reference to comment on the following:

	Excellent	Good	Average	Poor	Other
Punctuality/Reliability					
General Attitude					
Judgement					
Honesty					
Following Directives					
Responsibility					
Self-Control/Maturity					
Initiative					
Communication Skills					
Decisiveness					
Employee Relations					
Flexibility/Adaptability					
Utilization of Time					

Additional information you feel may be useful: _____



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Reference Request #3

Name of Reference: _____ Phone: _____

Street Address: _____

City, State, Zip: _____

** Friends and family do not qualify as references*

To be completed by New Day staff. Please ask the reference to comment on the following:

	Excellent	Good	Average	Poor	Other
Punctuality/Reliability					
General Attitude					
Judgement					
Honesty					
Following Directives					
Responsibility					
Self-Control/Maturity					
Initiative					
Communication Skills					
Decisiveness					
Employee Relations					
Flexibility/Adaptability					
Utilization of Time					

Additional information you feel may be useful: _____



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AUTHORIZATION FOR RELEASE OF INFORMATION

Your signature authorizes New Day to release your personal information (PI) and/or Social Security Number for the following purposes:

- Criminal Background Clearance Check
- Motor Vehicle Driving Record Check
- New Hires Reporting to the State of New Mexico
- Contract Audits
- Certification Audits
- Credentialing
- Agency Insurance Renewal

As deemed necessary for New Day to comply with standards and requirements of a non-profit agency in the community.

Your signature also authorizes New Day to receive information for new hire purposes:

- Employment Verification
- References

I authorize New Day to release my person information and/or social security number under one or more of these circumstances listed above. I authorize New Day to conduct employment verification and reference checks.

Employee Signature: _____ Date: _____