



Bayfront Youth & Family Services
324 E. Bixby Road
Long Beach, CA 90807



Youth Counselors Uniforms

Nurse Uniforms

Office Attire

Bayfront Youth & Family Services is a professional organization. We pride ourselves on professional attire as well as the professional approach that we take with our residents. We hope to present a **united** front and show that our employees are on one accord. Our goal is to create a **distinction** for our customers inside the organization as well as customers in the community.



Bayfront Youth & Family Services

324 E. Bixby Road, Long Beach, CA 90807
Phone: (562) 595.8111 Fax: (562) 595.8148

Dear Applicant,

Thank you for your interest in a position with Bayfront Youth & Family Services. An employment application is attached. Please be aware of the following information as you are completing the application.

Print Clearly

Read each section carefully and answer each question completely and honestly. If you are not clear about a particular question or section, please ask the hiring manager to clarify for you. Bayfront Youth & Family Services is committed to the ethical care and quality of life for our patients, residents, and employees. We conduct a comprehensive background screening on all applicants who receive a conditional offer of employment. The offer is conditioned upon the successful completion of the background screening.

- Dishonesty or omissions in the application shall be grounds for rejection of the application and in the event you are hired, grounds for termination.
- Criminal convictions from any time period must be disclosed (except for misdemeanor convictions which occurred under the age of 18 and have been expunged by the court or marijuana-related convictions over two years old.) This includes any misdemeanors, felonies, and traffic offenses that are not considered minor traffic violations. Please be aware that circumstances involving fines, restitution, guilty pleas, probation, etc. can be considered convictions (e.g. bad check offenses, open container violations, DUI, DWI, etc.) If you are unsure about a particular circumstance, please disclose the information. This information is not absolute bar to employment, but will be considered when making employment eligibility determinations.
- Some states require that the applicant submit fingerprints for criminal background screening purposes. If applicable, the hiring manager will notify you of this requirement.
- Motor vehicle record and/or credit checks may be required for certain job positions.
- If you are a licensed or certified applicant, be prepared to present your credentials for verification purposes.

If hired, you will also be responsible for providing documentation as proof of your identity and eligibility to work in the United States.

Sign and date the application where indicated.

If you have additional questions feel free to ask the hiring manager.

Employment Application

Bayfront Youth & Family Services

Bayfront Youth & Family Services, offers Equal Employment Opportunities to all persons without regard to race, religion, age, sex, gender identity, color, national origin, citizenship, marital status, sexual orientation, or disability. No question on this application is intended to secure information to be used for such discrimination. The use of this form does not mean there are positions open and does not obligate us in any manner. Your employment application is held for 2 years. You must reapply if you wish to be considered for employment beyond this period. Should you require reasonable accommodation to participate in the completion of this application, please notify us at the time of the application or when an appointment to complete the application is made.

*****PERSONAL INFORMATION*****

Last Name:	First Name:	Middle Initial:
Today's Date:	Date available for work:	E-Mail Address:
Home Telephone Number:	Business Telephone Number:	Cell Phone Number:
Mailing Address (Number, Street, Apartment, Unit #):		
City:	State:	Zip code:

List any other names you have worked under: _____

Were you previously employed at Bayfront Youth & Family Services or H.V. Group Home, Inc.? Yes No

If Yes, Date _____ to _____

Position: _____

Department: _____

Reason for leaving: _____

If No, how were you referred?

- Advertisement (specify): _____
- Employment agency (company): _____
- Employee referral (name of employee): _____
- School: _____
- Convention: _____
- Direct Mail: _____
- Other (specify): _____

List names and departments of relatives employed by Bayfront Youth & Family Services If additional space is needed, please list on another sheet.

Name: _____ Relationship: _____ Dept.: _____

Name: _____ Relationship: _____ Dept.: _____

Do you have the right to remain and work in the United States? Yes No (If No, employment is subject to verification that you are of minimum age.)

Are you over the age of 18? Yes No

Do you possess a valid California Driver's License? Yes No

Pursuant to California law, do not reveal misdemeanor convictions which occurred under the age of 18 which have been expunged by the court, or marijuana-related convictions over two years old pursuant to California Health & Safety Code sections 11357(b) and (c), 1136(c), 11634, 11365, 11550. You may omit any conviction specified in the Health & Safety code section 11361.5 which pertains to various marijuana offenses;

Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation? Yes No

Minor traffic violations include speeding tickets, parking citations, seatbelt violations, vehicle inspection violations, etc. **DUI, DWI, vehicular homicide, etc. are NOT considered minor traffic violations and must be disclosed!**

If your answer to the question above is YES, please list ALL convictions and related dates. If additional space is needed, please list on another sheet. **Again, major traffic offenses such as DUI, DWI, vehicular homicide, etc., must be disclosed!**

Offense: _____
 Felony Misdemeanor

Conviction Date: _____

Offense: _____
 Felony Misdemeanor

Conviction Date: _____

*******PERSONAL INFORMATION (continued)*******

Please note: Conviction of a crime is not an absolute bar to employment; factors such as the nature of the offense and how long ago the offense occurred will be considered to determine employment eligibility. Bayfront Youth & Family Services and its subsidiaries conduct criminal background checks on all applicants as a condition of employment. Falsification of this information, including omission of conviction information, will be cause for denial of employment or termination.

Have you ever been convicted or accused of any offense involving abuse, neglect, endangerment, or mistreatment of an elder, minor, or dependent adult, or any offense involving embezzlement from an elder or dependent adult?

Yes No If YES, please explain: _____

Have you been arrested and are you currently out on bail, or out on your own recognizance awaiting trial?

Yes No If YES, please explain: _____

Have you ever been excluded, debarred, suspended, or otherwise determined ineligible for participation in federal or state healthcare programs?

Yes No If YES, please explain: _____

Have you ever been arrested for any sex-related offenses for which registration as a sex offender may be required?

Yes No If YES, please explain: _____

Can you perform the functions of the job for which you are applying with or without reasonable accommodation? Yes No

*******JOB INTEREST*******

Position(s) for which you are applying:

1. _____

2. _____

Check preferred work schedule:

Full Time Part Time On-Call

Temporary Contract Volunteer

*******EDUCATION INFORMATION*******

Type of School	Name and Location	Years Completed	Major Course Of Study	Graduated (Yes or No)	Degree
High School					
College/University					
College/University					
Graduate School					
Technical Business					

*******EDUCATION INFORMATION (continued)*******

Please list any job-related professional, trade, business or civic activities, organizations, fellowships and associations in which you participated, or of which you are a member. (You may omit those which indicate race, color, religion, political affiliations, national origin, ancestry, disability, sex or age.)

*******LICENSURE FOR PROFESSIONAL POSITION*******

Are you licensed or certified in your profession or occupation? Yes No In which state(s)? _____

If not licensed in this state, have you applied? Yes No

Professional license, certificate, or registration number: _____ Expiration Date: _____

Other Licensure/Certificates: _____ Expiration Date: _____

Has your professional license or certification ever been investigated?

Yes No If YES, please explain: _____

Has your professional license or certification ever been restricted, limited, or suspended?

Yes No If YES, please explain: _____

Are you currently involved in any proceeding that could affect your license or certification?

Yes No If YES, please explain: _____

*******EMPLOYMENT HISTORY*******

THE FOLLOWING SECTION MUST BE COMPLETED EVEN IF ACCOMPANIED BY A RESUME. Starting with your most recent job, accurately list ALL jobs you have held in the past ten (10) years. Give correct addresses and telephone numbers. Include volunteer experience. If additional space is needed, please list on another sheet of paper.

1. _____
Name of current/most recent employer

Employer's address (number/street) _____ City _____ State _____ Zip _____

Dates employed: From _____ to _____ Title (starting): _____ Title (final): _____

Job Duties: _____ Starting salary: \$ _____ Ending salary \$ _____

Hourly Weekly Monthly Salary Annually

May we contact this employer? Yes No

Reason for leaving: _____ Telephone number: _____

Supervisor (name and title): _____

PLEASE ENSURE THAT YOUR APPLICATION IS COMPLETE. ANY OMISSIONS MAY BE GROUNDS FOR REJECTION. PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION FORM BELOW.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I hereby certify that I, the undersigned applicant, have personally completed this application, or have noted the name of the individual assisting me in the completion of this application.

I understand that any omission or misstatement of material fact on this application, or on any document used to secure employment, shall be grounds for rejection of this application, or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby consent and authorize Bayfront Youth & Family Services, and its subsidiaries to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment. I further authorize my former employers to disclose to Bayfront Youth & Family Services, and its subsidiaries, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising, or that may arise, out of, or in any way related to, such investigation or disclosure.

I acknowledge and agree that this application will be considered by Bayfront Youth & Family Services and its subsidiaries for no longer than 6 months from the date it was made. I understand that nothing contained in the application or conveyed during any interview which may be granted is intended to create an employment contract between myself and Bayfront Youth & Family Services, or its subsidiaries. In addition, I understand and agree that if I am employed, my employment is at will and is for no definite or determinable period and may be terminated at any time, with or without prior notice, and for any reason or no reason, at the option of either myself or Bayfront Youth & Family Services or its subsidiaries, and that promises or representations contrary to the foregoing, or given at any time in the future, are not binding. If employed, I will comply with all rules, regulations, instructions, policies and procedures.

I understand that such rules, regulations, policies and procedures do not constitute a contract of employment and are subject to change at any time and without advanced notice.

I understand it is the policy of Bayfront Youth & Family Services to comply with the Drug-Free Workplace Act of 1988.

Bayfront Youth & Family Services will be providing a Photography and Video Release form at the time of hire to publish photographs and/or videos with your name and likeness for use in print, online and video-based marketing, as well as other Company internal and external publications including but not limited to educational and informational materials.

I understand that some states in which Bayfront Youth & Family Services and its subsidiaries conduct business required healthcare professionals to undergo a job-related physical. I agree to undergo a post-offer/pre-employment physical if employed in any state with such requirement.

Applicant Signature

Date

Name (Print)

Date

*******EQUAL EMPLOYMENT OPPORTUNITY REPORTING FORM*******

Bayfront Youth & Family Services is an Equal Opportunity Employer and in order to comply with civil rights laws and regulations, Bayfront Youth & Family Services invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Name: _____ **Date:** _____

Position Applied for: _____

Gender: Male Female

Race/Ethnicity:

- | | |
|--|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Native Hawaiian or other Pacific Islander | <input type="checkbox"/> Two or more races |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> American Indian or Alaskan Native |
| <input type="checkbox"/> Hispanic or Latino | |

If you selected "Two or More Races" above please identify the race with which you primarily identify:

- | | |
|--|--|
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> White |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian or other Pacific Islander |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Hispanic or Latino |
-

Veteran Status: No Yes

If "Yes", please indicate which category best describes your service, if applicable:

Vietnam Era Veteran

Other Armed Service

Disability: No Yes

Accommodation Needed: No Yes

*****LANGUAGE FLUENCY*****

Do you speak a language other than English? Yes No (If Yes, what language(s) do you speak and select level of fluency) Rate your proficiency in that language using the guidelines below.

Fair:
I speak and understand well enough to have extended conversations. Native speakers notice some errors in my speech or my understanding.

Good:
I speak well enough to participate in most conversations. Native speakers notice some errors in my speech or my understanding, but my errors in my rarely cause misunderstanding.

Native/Functionally native:
I converse easily and accurately in all types of situations. Native speakers, have no problem understanding me.

Language: _____

Speak	Read	Write
<input type="checkbox"/> Fair	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair
<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good
<input type="checkbox"/> Native	<input type="checkbox"/> Native	<input type="checkbox"/> Native

Language: _____

Speak	Read	Write
<input type="checkbox"/> Fair	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair
<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good
<input type="checkbox"/> Native	<input type="checkbox"/> Native	<input type="checkbox"/> Native

Language: _____

Speak	Read	Write
<input type="checkbox"/> Fair	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair
<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good
<input type="checkbox"/> Native	<input type="checkbox"/> Native	<input type="checkbox"/> Native

Language: _____

Speak	Read	Write
<input type="checkbox"/> Fair	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair
<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good
<input type="checkbox"/> Native	<input type="checkbox"/> Native	<input type="checkbox"/> Native

Language: _____

Speak	Read	Write
<input type="checkbox"/> Fair	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair
<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good
<input type="checkbox"/> Native	<input type="checkbox"/> Native	<input type="checkbox"/> Native

*******PREVIOUS EMPLOYER INFORMATION*******

PLEASE ADDRESS TO PREVIOUS EMPLOYER:

To: _____ Date: _____

Address: _____ Telephone No.: _____

City: _____ State _____ Zip _____

Attention: _____

I have made application to Bayfront Youth & Family Services for employment. I request and authorize you to release all information requested below to Bayfront Youth & Family Services as well as any performance evaluations while associated with you. The following data may help you in identifying my record:

Name while in your Employ: _____ Social Security #: _____

Position Held: _____ Immediate Supervisor: _____

Description of Duties: _____

Dates of Employment: From _____ to _____

Paid Position Full Time (40hrs/week) Part time (_____ hrs/week) On-Call

*******APPLICANT DO NOT WRITE BELOW THIS LINE*******

DIRECTION TO EMPLOYER LISTED ABOVE: Please verify the above information. Make any corrections necessary to above data.

Attendance: Satisfactory Unsatisfactory

Why did applicant leave employment? _____

Would you rehire? _____ If no, Why? _____

Remarks: _____

Name and Title of Person Verifying Information: _____

Signature: _____
(Supervisor or Human Resource Personnel)

*******BAYFRONT PERSONNEL ONLY*******

Verified above information by telephone: Date: _____ Time: _____

Reference Name/Title: _____

*******PREVIOUS EMPLOYER INFORMATION*******

PLEASE ADDRESS TO PREVIOUS EMPLOYER:

To: _____ Date: _____

Address: _____ Telephone No.: _____

City: _____ State _____ Zip _____

Attention: _____

I have made application to Bayfront Youth & Family Services for employment. I request and authorize you to release all information requested below to Bayfront Youth & Family Services as well as any performance evaluations while associated with you. The following data may help you in identifying my record:

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Would you rehire? _____ If no, Why? _____

Remarks: _____

Name and Title of Person Verifying Information: _____

Signature: _____
(Supervisor or Human Resource Personnel)

*******BAYFRONT PERSONNEL ONLY*******

Verified above information by telephone: Date: _____ Time: _____

Reference Name/Title: _____

**VIOLATIONS OF THE PENAL CODE SECTIONS LISTED BELOW WILL
AUTOMATICALLY DISQUALIFY YOU FROM EMPLOYMENT AT
BAYFRONT YOUTH & FAMILY SERVICES.**

- 187** Murder defines; death of fetus
- 192** Manslaughter
- 203** Mayhem
- 205** Aggravated Mayhem
- 206** Torture
- 207** Kidnapping
- 209** Kidnapping for ransom, reward, or extortion or robbery
- 210** Extortion by posing as kidnapper or by claiming ability to obtain release of victim
- 210.5** False imprisonment for purposes of protection from arrest or use as shield
- 211** Robbery
- 220** Assault with intent to commit mayhem, rape, sodomy, oral copulation, rape in concert with another, lascivious acts upon a child, or penetration of genitals or anus with foreign object.
- 222** Administering stupefying drugs to assist in commission of a felony
- 243** Sexual Battery
- 245** Assault with deadly weapon or force likely to produce great bodily injury
- 261** Rape
- 262** Rape Spouse
- 264.1** Rape of penetration of genital or anal openings by foreign object, acting in concert by force of violence
- 265** Abduction for marriage or defilement
- 266** Inveiglement or enticement of unmarried female under 18 for the purposes of prostitution
- 267** Abduction; person under 18 for purposes of prostitution
- 273(a)** Paying or receiving money or thing of value to parent for placement for or consent to, adoption of child
- 273.5** Willful infliction of corporal injury
- 285** Incest
- 286(c)** Sodomy under 14 years against will by means of force, violence, duress, menace, fear
 - (d)** Voluntarily acting in concert with or aiding and abetting
 - (f)** Sodomy with unconscious victim
 - (g)** Sodomy with victim with mental disorder or developmental or physical disability
- 288(a)** Lewd or lascivious acts with child under age 14
 - (c)** Oral copulation with a person under age 14
 - (d)** Voluntarily acting in concert with or aiding and abetting
 - (f)** Oral copulation with victim with mental disorder of developmental or physical disability
- 288.5** Continuous sexual abuse of a child
- 289** Penetration of genital or anal opening by foreign object
- 289.5** Rape and Sodomy
- 368** Elder or dependent adults; infliction of pain or mental suffering or endangering health; theft or embezzlement of property
- 451** Arson of structure, forest, land or property; great bodily injury
- 459** Burglary
- 470** Forgery, intent; documents of value; counterfeiting seal, falsification of records
- 475** Possession or receipt of forged bills, notes, trading stamps, lottery tickets or shares
- 484** Theft
 - (b)** Intent to commit fraud by theft
 - (d)-(j)** Theft of access card, forgery of access card, use of card unlawfully obtained; false representation of card ownership
- 487** Grand Theft

- 488** Petty Theft
- 496** Receiving stolen property
- 503** Embezzlement
- 518** Extortion
- 666** Repeat convictions for petty theft, grand theft, burglary, carjacking, robbery and receipt of stolen property

Have you ever been convicted, fined (except minor traffic offenses), placed on probation, plead nolo contendere or given a suspended sentence in any court for any felony on any misdemeanor? If yes, describe the circumstances in detail below:

Read this statement carefully:

I understand that any job offer from Bayfront Youth & Family Services is contingent on taking and passing a fingerprint check by Dept. of Justice. Failure to pass the fingerprint clearance check may result in immediate termination.

Signature: _____ Date: _____