



## JOB APPLICATION INFO

### About Youth 2 Leaders Education Foundation

Youth 2 Leaders Education Foundation is a non-profit organization dedicated to ensuring that the next generation of Kern County students has the opportunity to go to college. Our ultimate goal is to increase the number of Kern County youth that attain a higher education at the community college or university of their choice.

### Application Procedure:

An application must be completed in full and received in the Y2LEF Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Incomplete or late applications will not be considered or accepted. Resumes are welcomed but will not be accepted in place of the official application. E-mailed applications or resumes will also be accepted.

Application packet must include:

- ✓ Job Application
- ✓ Cover Letter
- ✓ Resume

**Selection Procedure:** You will be contacted if selected for an interview.

**Submit completed application packet to:**

**Email Address:**

[hiring@y2lef.org](mailto:hiring@y2lef.org)

**OR**

**Office Address:**

Youth 2 Leaders Education Foundation  
1701 Westwind Drive  
Suite# 129  
Bakersfield, CA 93301

**GENERAL INFORMATION:** It is the policy of Youth 2 Leaders Education Foundation to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to be fingerprinted and present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

Youth 2 Leaders Educational Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**\*\*\*EQUAL OPPORTUNITY EMPLOYER\*\*\***

**Continue to next page for our job application**



## EMPLOYMENT APPLICATION

### APPLICANT INFORMATION

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
 (Mailing) *Street Address Apartment/Unit #*

*City State ZIP Code*

Message Phone: \_\_\_\_\_ Email \_\_\_\_\_

How did you find out about this position? ☐ Migrant Education Office ☐ Website ☐ Friend ☐ Other: \_\_\_\_\_

Do you have a valid CA driver's license? YES ☐ NO ☐ Expiration Date: \_\_\_\_\_

Are you a citizen of the United States? YES ☐ NO ☐ If not, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? \_\_\_\_\_

Have you ever been dismissed from employment? YES ☐ NO ☐ If yes, please explain below: (include reason, employer, position, and dates).  
 \_\_\_\_\_  
 \_\_\_\_\_

### EDUCATION

High School Attended: \_\_\_\_\_ Degree Awarded: YES ☐ NO ☐

Colleges/Universities Attended: \_\_\_\_\_ Degree Awarded: ☐ ☐

(If currently attending, answer question below)

Current Educational Level: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ N/A

Expected Term & Year of Graduation: \_\_\_\_\_ Major: \_\_\_\_\_

### SKILLS AND ABILITIES

*Indicate any skills and abilities that are relevant to the position for which you are applying.*

Computer Technology Skills		Skill Level (mark box with a "x")			
Skill Area	Application/Software Title	No Experience	Some	Competent	Advanced
Word Processing					
Excel					
Other					

Other Skills and Abilities (interpreting or other language skills, specialized software or equipment, etc.):  
 \_\_\_\_\_  
 \_\_\_\_\_

Certificates: (i.e. Relevant certifications):

### Previous Employment

*Begin with your most recent employer. Include all relevant employment and experience within the last 3 years.*

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

### References

*Please list two professional references.*

Full Name/Title: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name/Title: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### 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: \_\_\_\_\_