



## JOB APPLICATION

**Capital City Youth Foundation**  
9026 Brigadier Road, Mechanicsville, Virginia 23116  
(804)986-8243

Capital City Youth Foundation is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

*Please fill out all of the sections below:*

### **Applicant Information**

***Applicant Name:*** \_\_\_\_\_

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

***City, State and Zip Code:*** \_\_\_\_\_

***Telephone Number:*** \_\_\_\_\_

***Email Address:*** \_\_\_\_\_

***Date of Application:*** \_\_\_\_\_

### **Employment Position**

***Position(s) applying for:*** Coach/Trainer

How did you hear about this position? \_\_\_\_\_

What days are you available for work? \_\_\_\_\_

What hours or shift are you available for work? \_\_\_\_\_

On what date can you start working if you are hired? \_\_\_\_\_

Do you have reliable transportation to and from work? \_\_\_\_\_

### **Personal Information**

Have you ever applied to or worked for Capital City Youth Foundation before? \_\_\_\_\_

Yes      No

If yes, when?

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Do you have any friends, relatives, or acquaintances working for Capital City Youth Foundation Yes      No  
If yes, state name & relationship:

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Are you 18 years of age or older? Yes      No

Are you a U.S. citizen or approved to work in the United States? Yes      No

What document can you provide as proof of citizenship or legal status?

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Will you consent to a mandatory controlled substance test? Yes      No

Do you have any condition which would require job accommodations? Yes      No

If yes, please describe accommodations required below.

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Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes      No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

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*(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)*

**Job Skills/Qualifications**

Please list below the skills and qualifications you possess for the position for which you are applying:

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*(Note: Capital City Youth Foundation complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. )*

**Education and Training**

**High School**

Name	Location (City, State)	Year Graduated	Degree Earned

**College/University**

Name	Location (City, State)	Year Graduated	Degree Earned

**Vocational School/Specialized Training**

Name	Location (City, State)	Year Graduated	Degree Earned

**Military:**

Are you a member of the Armed Services? \_\_\_\_\_

What branch of the military did you enlist? \_\_\_\_\_

What was your military rank when discharged? \_\_\_\_\_

How many years did you serve in the military? \_\_\_\_\_

What military skills do you possess that would be an asset for this position?

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**Previous Employment**

**Employer Name:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

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

City, State and Zip Code: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Employer Name:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

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

City, State and Zip Code: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**References**

Please provide 3 personal and professional reference(s) below:

Reference	Contact Information

**Additional Information:**

Will you consent to a background check?

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What is your coaching background? Include sports coached, years coaching, level of play, and names of

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What experience do you have working with children?

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Have you ever been involved in an incident of crime against a child?

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**AT-WILL EMPLOYMENT**

The relationship between you and the Capital City Youth Foundation is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Capital City Youth Foundation . No representative of Capital City Youth Foundation has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Vice-President/Chief Operations Officer or the Company's President.

Applicant Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

