



the  
CHILDREN'S  
Center

Developing Strong Children and Successful Families

# The Children's Center

## APPLICATION FOR EMPLOYMENT

The Children's Center of Wayne County is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, age, national origin, disability, veteran status or any other status protected under local, state or federal laws.

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

Position Desired: \_\_\_\_\_

Date Available: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Thank you for your interest in employment opportunities with The Children's Center of Wayne County, located in the Detroit Medical Center area (Mid Town).

**OUR HISTORY** – In the late 1920s, children in the Detroit area who were abandoned, abused or neglected had little hope or chance of survival. United States Senator James Couzens felt a deep compassion for the plight of these children. In 1929, with a \$10,000 gift, he helped establish The Children's Center, one of the first child guidance clinics in the country.

Today, The Children's Center is one of the largest, most diverse child serving agencies in Michigan, addressing the needs and problems of some of the most troubled children in the tri-county area. We service more than 7,000 children and families each year through 25 inter-related programs.

**OUR MISSION** – To help children and families shape their own futures.

**OUR VISION** – We will provide premier programs and services of national caliber by:

- Continually increasing the quality of our services to children and families with special needs, primarily in the Detroit metropolitan area.
- Enhancing and expanding a unique, innovative, continuum of effective programs and services.
- Attracting and retaining the best people for our staff, board and volunteer corps.
- Respecting and promoting diversity.

**OUR PHILOSOPHY** – Provide troubled and at-risk youth the opportunity to realize their full potential; to develop a positive image of themselves and those around them; to appreciate physical and emotional well-being; and to reinforce or establish a strong, positive system of values.

What makes The Children's Center unique is our belief that the fate of children and their families are closely intertwined; we not only work to mend the broken child, we also strengthen the family by opening lines of communication, building confidence and offering them guidance and hope.

As a leader in the industry we offer our full-time employees the following benefits:

- 100% Paid Medical, Dental & Vision
- 11 Paid Holidays
- 156 Hours of accrued vacation
- 13 Sick Days during the first year
- 20 Hours Personal Time
- Longevity
- Staff Continuing Education
- Life & Dependent Life Insurance

**(Benefits are pro-rated for part-time staff)**

**Become part of our success.**

**We look forward to you joining the Winning Team!**

Social Security Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Wage / Salary Requirements: \_\_\_\_\_

Are you applying for:  Full Time  Part Time  Contingent

Are there any limitations to your work hours?  NO  YES If yes, please explain: \_\_\_\_\_

Are you a U.S. Citizen?  NO  YES Are you eligible for employment in the U.S.?  NO  YES

Do you have legal rights to work in the U.S.?  NO  YES

Have you ever been employed by The Children's Center of Wayne County?  NO  YES, List Dates: \_\_\_\_\_

Do any of your relatives work for The Children's Center of Wayne County?  NO  YES

If yes, please give name: \_\_\_\_\_

Do you have employment / education and/or licensure documents under a different name?  NO  YES

If yes, please indicate other name(s): \_\_\_\_\_

Have you ever been convicted of any violations of the law other than minor traffic violations?  NO  YES

If yes, please explain: \_\_\_\_\_

Are there any felony charges pending?  NO  YES If yes, please explain: \_\_\_\_\_

Have you ever been administratively determined by a federal, state and/or local government to have committed

abuse or neglect?  NO  YES If yes, please explain: \_\_\_\_\_

\* Conviction of a felony will not necessarily render you ineligible for a position, but the nature of the conviction, circumstances and/or the time of occurrence may be considered in processing your application.

**PLEASE COMPLETE THIS SECTION IF THE POSITION FOR WHICH YOU ARE APPLYING REQUIRES AGENCY TRAVEL USING PERSONAL TRANSPORTATION OR REQUIRES THE OPERATION OF AN AGENCY OWNED VEHICLE.**

Do you have a valid driver's license?  NO  YES If yes, what state: \_\_\_\_\_

Driver's License # : \_\_\_\_\_ TYPE:  Operator  Chauffeur

Have you had any traffic related violations or convictions in the past 5 years?  NO  YES, please explain: \_\_\_\_\_

**MILITARY**

Have you ever been in the armed forces?  NO  YES Branch of military: \_\_\_\_\_

Specialty: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Discharge Date: \_\_\_\_\_

Present Affiliation:  None  Reserved Active  Reserved Inactive

**An Equal Opportunity and Affirmative Action Employer**





**\* PLEASE READ CAREFULLY BEFORE SIGNING \***

- 1** I hereby certify that all information provided by me in this application (or any other accompanying required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said document will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.
- 2** I authorize The Children's Center of Wayne County or its agent, at any time prior to or during my employment, to: a) investigate my references; b) communicate with my former employers; schools, courts and others who have information about me; c) conduct an independent investigation of my character, conduct and employment record, including, without limitation, a criminal background check and/or request a credit report and/or request an investigative background credit report. I understand, that the results of investigation or background checks may be kept and preserved. Additionally, I release all parties from any and all liability for any and all damage that may result from providing such information.
- 3** In consideration for employment with The Children's Center of Wayne County, if employed, I agree to read the Personnel Practices Manual and conform to the Agency rules, regulations, policies and procedures whether set forth in the Personnel Policy Manual or otherwise. The Agency, in its discretion, may amend, change, modify or delete the Personnel Policy Manual or its rules, regulations and policies at any time.
- 4** I authorize The Children's Center of Wayne County or its agent to make investigations and inquiries of my driving record.
- 5** I agree that upon termination of my employment I will return all Agency property and records in my possession.
- 6** I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

\_\_\_\_\_  
PRINT YOUR NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT