



the**PLACE**

# APPLICATION FOR EMPLOYMENT

*We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, sexual orientation, marital or veteran status, or any other legally protected status.*

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

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

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

Position(s) Applied for: \_\_\_\_\_

All employees of The PLACE must be at least 21 years of age. Are you at least 21 years old? YES NO

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever applied to work for The PLACE (previously Urban Peak Colorado Springs)? YES NO If yes, when? \_\_\_\_\_

Have you ever worked for The PLACE (previously Urban Peak Colorado Springs)? YES NO If yes, when? \_\_\_\_\_

Do any of your friends or relatives currently work at The PLACE? YES NO If yes, who?

## PREVIOUS EMPLOYMENT

**\*\*Please attach a current resume or curriculum vitae to your application detailing all relevant work experience, including names of previous employers/companies, dates employed, and job duties performed.**



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## EDUCATION

Please complete the below table for your highest level of education and highest completed diplomas/degrees. *Ex. If your highest level of education is Some Graduate Studies, please fill in the information from your completed Bachelor's Degree and the extent of your graduate studies. If your highest level of education is your Associate Degree, please fill in only the information from your Associate Degree.*

| Highest level of education completed                | Name of School and Program | No. of Years Completed | Diploma/Degree Date |
|---|----------------------------|------------------------|---------------------|
| <input type="checkbox"/> High School/GED            |                            |                        |                     |
| <input type="checkbox"/> Some Associates Studies    |                            |                        |                     |
| <input type="checkbox"/> Associate Degree           |                            |                        |                     |
| <input type="checkbox"/> Some Undergraduate Studies |                            |                        |                     |
| <input type="checkbox"/> Bachelor's Degree          |                            |                        |                     |
| <input type="checkbox"/> Some Graduate Studies      |                            |                        |                     |
| <input type="checkbox"/> Master's Degree or higher  |                            |                        |                     |

## REFERENCES

**\*\*Please list three professional references.**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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



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## CRIMINAL BACKGROUND CHECK

The PLACE is a licensed homeless youth shelter. As such, we are required to conduct background checks on employees including fingerprints. Conviction of a crime does not necessarily mean that you are not eligible for employment. The nature of the crime is the critical information.

If you falsify the information you give here or in any other part of your employment application, The PLACE may terminate you for cause. Further, any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S., and, upon conviction thereof, shall be punished accordingly.

Please answer all questions completely.

Have you ever been convicted of a misdemeanor? YES  NO   
If yes, please give the dates, reason, and sentence.

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Have you ever been convicted of a felony? YES  NO   
If yes, please give the dates, reason, and sentence.

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Have you ever been listed on the Child Abuse Register? YES  NO   
If yes, please give the dates and reason.

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Have you ever been listed on the Sex Offender Registry? YES  NO   
If yes, please give the dates and reason.

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## ACCEPTABLE MOTOR VEHICLE RECORD

All employees at The PLACE must be able to drive their personal vehicle on behalf of The PLACE. Drivers of Motor Vehicles must meet the following criteria in addition to any other employment criteria utilized by this business:

### Driver Standards

1. Minimum age of 21.
2. For livery (child/client/etc...) transport minimum age is 25 except as defined below. Drivers between the ages of 21 and 25 will be considered so long as:
  - a. No driving of 15 passenger vans
  - b. Clean MVR provided to us prior to quoting
  - c. Valid Driver's License in effect for at least 3 years.
3. Acceptable MVR record. Acceptable defined as:
  - a. No major violations in past 5-years. Major violations include:
    - i. DUI/DWI
    - ii. Reckless Driving
    - iii. Careless Driving
    - iv. Vehicular Homicide
    - v. Leaving the Scene of an Accident
    - vi. School Zone violations
    - vii. Financial Responsibility (no insurance)
  - b. No more than:
    - i. Two moving violations in past 3-years
    - ii. One moving violations and 1 at-fault accident in prior 3-years
    - iii. Two at-fault accidents in prior 3-years

\*These guidelines are subject to individual account/driver exception(s) per underwriter discretion based on individual account peculiarities/situations.

In addition, a driver selection process is required consisting of the insured:

1. Obtaining an MVR on all new driver employees and annually on all driver employees thereafter.
2. Comparing MVR record to insured's driver qualifications standards and allowing drivers to drive based on MVR meeting written standards.

Additional recommended (not required) controls include:

1. For livery drivers the addition of a drug screen/testing program, both at time of hire and on a random but frequent basis thereafter, is also highly recommended but not compulsory.
2. On-going regularly scheduled documented driver safety instruction/meetings.
3. Use of documented pre and post trip safety checklist inspection with records maintained for minimum of 6-months.

### Vehicle Insurance Liability Requirements

Insurance requirements:

1. As a condition of employment, all staff must be capable of driving for The PLACE. The PLACE's liability requirements mandate that all employees carry minimum vehicle insurance limits of \$50,000/\$100,000 for Bodily Injury Liability and \$50,000 for Property Damage Liability for the safety of our staff and youth in case of an accident.
2. Employees at The PLACE must carry vehicle insurance that meets The PLACE's liability requirements of \$50,000/\$100,000 for Bodily Injury Liability and \$50,000 for Property Damage Liability. These limits are above the CO minimum requirements.

**I understand the acceptable driver standards and acknowledge that my vehicle insurance must meet The PLACE's minimum requirements at the start of employment, if hired. Initial: \_\_\_\_\_**



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## **APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I also release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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Signature of Applicant

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Date