



AYS, Inc.
 4755 Kingsway Drive, Suite 300
 Indianapolis, IN 46205
 Phone: (317) 803-3134 x36
 Fax: (317) 396-0861

Application Form

Name		Position Applying For	
Address		Phone	
Address 2	Zip	E-mail	
County		Today's Date	

Education

Name and Location	From	To	Degree/Major/GPA	Date Graduated
High School				
College				
Other				
Other appropriate coursework/workshops, etc.?				

Employment

Please start with most recent employer:

Employer		From	/ /	To	/ /
Phone Number		Supervisor			
Duties		Starting Salary	\$	Ending Salary	\$
		Reason for Leaving			

May we contact employer at the above phone number? Yes No

Employer		From	/ /	To	/ /
Phone Number		Supervisor			
Duties		Starting Salary	\$	Ending Salary	\$
		Reason for Leaving			

May we contact employer at the above phone number? Yes No

Volunteer Experience

Organization		From	/ /	To	/ /
Supervisor					
Duties					

Organization		From	/ /	To	/ /
Supervisor					
Duties					

Related Experience

1. Have you ever worked in an activities program or a daycare center that involved school-age children? _____
Please explain your position and some of your duties:
2. Have you had any experience preparing lesson plans or activity plans for elementary age children? _____
If yes, please explain:
3. Will you attend evening in-service meetings once a month? _____
4. Will you attend weekly staff meetings? _____
5. Is there any reason that you could not be left alone with a group of children for an extended period of time? _____
If yes, please explain:
6. Approximately how many days have you been absent from your job in the last six (6) months? _____
7. Is there any reason you could not be at work on time each day? _____
8. Are you willing to work the following hours:
a) 7:00 a.m. to the beginning of the school day? Yes _____ No _____
b) The end of the school day (usually 2:00 p.m. to 3:30 p.m.) to 6:00 p.m.? Yes _____ No _____
c) Several whole and half days throughout the year (7:00 a.m. to 6:00 p.m.)? Yes _____ No _____
9. At what hourly wage do you expect to begin? \$ _____/hr.

Medical & Background Information

Date of last physical examination: ____/____/____

Date of last TB test: ____/____/____ Check one: Mantoux ____ Chest X-ray ____

Are you willing to get a State Police check, drug screen, physical exam, and TB test in order to work for AYS? _____

Are you willing to submit proof of Education (Transcripts, High School or College Diplomas, Certificates in order to work for AYS? _____

References

Please list three (3) references with complete addresses, including zip codes. In addition, please list telephone numbers. Do not list your two most recent employers or relatives.

Name	Address	Phone	Relation
1.			
2.			
3.			

I verify that the information on this application is true. There is no reason why my references cannot be contacted.

Signature _____ Date _____

I understand that any employment that might be offered to me by AYS is "at will" and of indefinite duration, that either I or AYS may terminate that employment at any time and for any reason, and that no agreement to the contrary will be recognized by AYS unless such agreement is in writing and is signed by an AYS administrator.

Signature _____ Date _____

AYS does not discriminate because of race, age, color, religion, sex, handicap, national origin or ancestry.

An Equal Opportunity/Affirmative Action Employer.