



Central Alberta Youth Unlimited / YFC

Central Office: 5025 50 St Lacombe, AB T4L 1X9
Phone: 403.789.CAYU
Email: info@cayu.ca
Web: www.cayu.ca

APPLICATION FOR EMPLOYMENT

Date: _____

PERSONAL INFORMATION

Name:

Last

First

Middle Initial

Birthday: _____
(dd/mm/yyyy)

Sex: Male Female

Present Address:

No. Street

City

Province

Postal Code

Telephone No. (home) _____ (cell) _____

Email Address _____

OTHER INFORMATION

Are you legally eligible to work in Canada? Yes No

Do you have a Valid Driver's License? Yes No Class? _____

If hired, do you have reliable transportation to and from work? Yes No

Have you ever been convicted of a criminal offence or are there current charges before the court? Yes No If 'Yes', please explain. _____

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Position(s) applied for

- 1. _____ Rate of pay expected \$ _____ per _____
- 2. _____ Rate of pay expected \$ _____ per _____

Are there any regular hours you are not available to work during the week or on weekends?
(please specify)

Have you worked or volunteered for Youth Unlimited/ YFC before? Yes No

If 'Yes', when, where, and in what capacity did you work? _____

If hired, on what date will you be available to start work? _____

GETTING TO KNOW YOU

Why do you want to work at Youth Unlimited? _____

Tell us about past and present ministry opportunities you have experienced specifically in the
area of youth work (inside or outside of church/ parachurch ministry). _____

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Describe your strengths. _____

Describe your areas needing growth. _____

What does it mean to have a relationship with Jesus? Do you have a relationship with Jesus?

How have you noticed development in your faith journey over the past year? _____

Do you regularly participate in a church community? If so, which one? How long has this been your church community? In what ways do you or have your participated in this community?

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Is there anything else you would like us to know about you, your passions, experience, history, or hopes? _____

EXPERIENCE

What work and/or volunteer experience do you have which you believe will be beneficial in the role(s) you are applying for? _____

Do you have any specialized training, skills or hobbies? _____

What is your educational experience? Please include last grade / program completed, current educational program, and any other education you have completed. _____

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Work Experience: Please list from most recent to least recent

Start Date	End Date	Employer	Job Duties	Reason for Leaving

Personal References: Please provide the names of at least 3 people who can supply information pertinent to your character, job performance and spiritual journey. (one church/ministry leader, one employer/former employer, and one other reference that is not a relative).

Name and Occupation	Mailing Address	Phone & E-mail
1		
2		
3		
4		
5		



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Applicant's Certification and Agreement Please read carefully

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I also wholeheartedly subscribe to the Youth Unlimited Statement of Faith listed below.

1. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
2. We believe the Bible to be the inspired, the only infallible and authoritative Word of God.
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that the salvation of lost and sinful people is by the grace of God through faith and the shed blood of the Lord Jesus Christ and that regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in Christ.

Signature of Applicant

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FOIPP Consent Form

Due to freedom of Information and Protection of Privacy Act (FOIPP), Central Alberta Youth Unlimited / YFC (CAYU) requires written permission for the following:

- To release your name and telephone number to CAYU volunteers for the purpose of contacting you about volunteer requirements, special events, evaluations, service delivery surveys, and/or meetings.
- To use your photos and/or name to promote and advertise CAYU programs and services. (Eg. displays, web site, media articles or pictures and/ or static display boards.)

I, _____, hereby give my permission to Central Alberta Youth Unlimited to release my personal information for the purposes listed above.

Signature

Date

Witness

Date



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Oath of Confidentiality

I will respect the rights of youth, staff and volunteers to total privacy concerning the details of their lives, such as names, addresses, background, family relationships and any other personal information.

I agree to limit my discussion to the specific duties and responsibilities as outlined in my job description. Specifically, I can discuss what I do, but will not share information that may identify any individual associated with Central Alberta Youth Unlimited / YFC.

I agree to keep all information about the youth confidential and will share this information with my co-workers on a need to know basis.

I understand that I am required to inform my supervisor of any incidents that may occur within my duties at Central Alberta Youth Unlimited / YFC and that the passing of this information to my supervisor is classified as a "need to know" basis and does not breach this Oath of Confidentiality.

I understand that as a condition of my involvement with Central Alberta Youth Unlimited / YFC, that I am expected to maintain confidentiality. Any breach of confidentiality will result in disciplinary measures, which could include dismissal.

I understand and agree that this oath of confidentiality will remain in effect even if I cease to be involved with Central Alberta Youth Unlimited / YFC.

Signature

Date

Witness

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Central Alberta Youth Unlimited/ YFC Policy Regarding Professional Conduct with Young People

Central Alberta Youth Unlimited/ YFC (CAYU) believes in absolute professional propriety with regard to its work with young people. As such, all the following policies are mandatory for CAYU staff and volunteers. It is the responsibility of the individual volunteer or staff member and their immediate supervisor to ensure compliance with these policies.

No staff member or volunteer should have any young person connected with the work of CAYU under the age of 18 stay in their house overnight. On exceptional occasions where this is deemed necessary, other staff or volunteers are to be present and parents or guardians must give written permission. No staff member or person acting in a capacity as CAYU volunteer is to stay overnight alone with any such young person.

It is recognized that private conversations are sometimes a necessary part of the work. These will be conducted in a public building or public place (CAYU office, drop in, restaurant, etc.).

CAYU is under legal obligation with respect to the knowledge it or its officers possess regarding young people under the age of 18. As such the relevant authorities will always be contacted immediately, should CAYU come into any knowledge regarding underage runaways or allegations of any form of abuse. All supervisors should make sure all staff and volunteers are aware of the correct procedures for doing this in the area or locality involved. The relevant ministry is the Ministry of Children and Family Services Authority and a case worker there should be immediately contacted, as should the staff member's supervisor.

No CAYU worker or volunteer will be alone in a vehicle with any young person connected with the work of CAYU. If a journey needs to be conducted, a third person, preferably a staff or volunteer, should always be present. In exceptional circumstances where such as if the journey is of crucial importance (medical emergency etc.) and no other staff or volunteer is available, the staff member must ensure that the youth rides in the back seat only. The staff must call their supervisor and inform them of departure and then again on arrival.

All CAYU staff and volunteers must submit to criminal record checks. All staff should inform their volunteers of the need for this before they can take part in the work.

I agree to abide by the policy above.

Yes

No

Name: _____

Signature: _____

Date: _____

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