

# **Siskiyou Domestic Violence & Crisis Center**

**Position:** Shelter Staff

**Wage/Benefits:** \$17.00/hour

**Work Schedule/Status:** Part-time with possible full-time, 10 PM to 6 AM, plus some weekends and/or holidays.

**Working Location:** Yreka, Ca

**Minimum Requirements:**

- Must possess the ability to work with adults and children in crisis
- Must be able to communicate with people who call in on the hotline
- Must possess a valid CA Driver's License, a clean DMV driving record, and sufficient automobile liability insurance to meet minimum legal requirements
- Must be able to pass a pre-employment background and fingerprint check

**Skills, Duties, and Preferences:**

- Provides emotional support to adults and children in the shelter
- Completes appropriate documentation of services provided for the client file
- Answers Phones (including hotline)
- Performs office tasks as required
- Completes household duties as assigned

**Job Overview:**

Career opportunity for individual interested in service to victims of domestic violence and sexual assault. Employer will provide training.

**To Apply:**

Apply online at [www.sdvcc.org](http://www.sdvcc.org)  
or directly with resume to:  
Siskiyou Domestic Violence & Crisis Center  
118 Ranch Lane, Yreka, CA  
(530) 842-6629  
EEO Employer

Be prepared to complete an employer application

**Closing Date:** Till Closed



# Siskiyou Domestic Violence & Crisis Center

118 Ranch Lane, P.O. Box 688, Yreka, CA 96097

Hotline 1-877-842-4068

Office 530-842-6629

Fax 530-842-9724

sdvcc@sdvcc.org

www.sdvcc.org

## Employment Application Cover Sheet

### Equal Employment Opportunity Statement

**Siskiyou Domestic Violence & Crisis Center** is an equal opportunity employer. The objective of Siskiyou Domestic Violence & Crisis Center's hiring procedure is to select the most qualified individual for the job. We encourage you to provide us with complete and accurate information that demonstrates your qualifications to perform the duties of the job you are applying for.

### Invitation to Applicants with a Disability to Request Reasonable Accommodation in the Hiring Process

If you have a disability that prevents you from successfully demonstrating your qualifications in any step of the hiring process, you may request an accommodation. If you need an accommodation, please inform **Carla Charraga at 118 Ranch Lane, Yreka, CA, 530-842-6629**, as soon as possible so that we have enough time to make the necessary arrangements.

### Job Availability

Please look at the job opening notice and job qualifications requirements. You must specify the opening for which you are applying. You may only apply for a job position that is posted. If you apply for a job position that is not posted or if you do not specify the opening for which you are applying, we will immediately reject your application.

### Responding to Inquiries on the Application Form

You must complete all of the inquiries on the application accurately and truthfully. If you leave an inquiry blank, we will reject your application. If you believe a question does not apply, put "N/A" for a response in the space provided. As part of the application process, Siskiyou Domestic Violence & Crisis Center will verify information on your application form. If you report false, inaccurate or misleading information, we will reject your application or terminate your employment if we discover such information after the date of hire.

# Employment Application Cover Sheet

## Acknowledgment

### Purpose of the Application Form

I understand that the purpose of the application form is to give me the opportunity to provide the company with information about my skills, experience, abilities, and other personal attributes that meet the qualification requirements for the job position that is available. I understand that it is in my best interest to be thorough, accurate, and descriptive in providing the information. I also understand that a number of people will apply for the job opening and that **Siskiyou Domestic Violence & Crisis Center** does not guarantee anyone an interview or consideration beyond completing the application form.

### Consideration of the Application Form

I understand that I must specify the position I wish to apply for and that **Siskiyou Domestic Violence & Crisis Center** will consider my application for that position only. I understand if I wish to apply for additional positions, then I must complete and file a separate application. I also understand that **Siskiyou Domestic Violence & Crisis Center** only considers applications that are in response to a posted job opening.

### Reference and Information Check

In submitting this application for employment, I understand that **Siskiyou Domestic Violence & Crisis Center** will investigate the information that I provide. If **Siskiyou Domestic Violence & Crisis Center** selects me for an interview, I understand that **Siskiyou Domestic Violence & Crisis Center** will require me to provide a release and waiver form so that **Siskiyou Domestic Violence & Crisis Center** may verify my employment history, education, and background as they relate to the job opening.

### I-9 Form Documentation

I understand I-9 documentation is not part of the application or interview process. I understand, however, that if **Siskiyou Domestic Violence & Crisis Center** offers me a job position, on the day that I am scheduled to begin work I must complete an I-9 form and provide **Siskiyou Domestic Violence & Crisis Center** with documentation that shows that I am authorized to work in the United States. I understand that if I do not provide this documentation, I will no longer be qualified for the job position. I understand that federal law imposes imprisonment and/or fines upon any person who makes a false statement, uses a document issued to someone else, or uses a counterfeit, altered, forged, or falsely made document to obtain employment.

### General Acknowledgment

I have read and understand all of the instructions and acknowledgments set forth above. My signature represents that I will comply and understand the consequences if I do not comply.

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Applicant's Signature

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Date

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Applicant's Name (printed)

**EMPLOYMENT APPLICATION**

(SISKIYOU DOMESTIC VIOLENCE & CRISIS CENTER IS A NON-DISCRIMINATORY,  
EQUAL OPPORTUNITY EMPLOYER)

**POSITION DESIRED:** \_\_\_\_\_

**PERSONAL INFORMATION:**

NAME \_\_\_\_\_

ADDRESS where we may contact you:

\_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ CELLULAR \_\_\_\_\_

WORK PHONE \_\_\_\_\_ May we contact you at work? YES / NO

CURRENT EMPLOYER / OCCUPATION \_\_\_\_\_

Do you have access to an automobile? YES / NO

DRIVERS LICENSE # & STATE OF ISSUE \_\_\_\_\_

DATE YOU CAN START \_\_\_\_\_ SALARY REQUESTED \_\_\_\_\_

Have you ever applied to this program before? \_\_\_\_\_ If so, when? \_\_\_\_\_

REFERRED BY \_\_\_\_\_

**EDUCATION:**

High School \_\_\_\_\_ Graduated: YES/NO GED: YES/NO

College / Other: \_\_\_\_\_

Degree (s) Completed \_\_\_\_\_

Special Training \_\_\_\_\_

Volunteer work experience (list dates, organization, work performed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please list any of your skills, hobbies, interests, etc. that would be helpful to you should you be hired to work for SDV&CC: \_\_\_\_\_

**EMPLOYMENT BACKGROUND:**

Paid work experience and dates of employment:  
 (Give complete information for each previous employment. Show your most recent employment first. Use a separate block for each job title with each employer.)

| Date:<br>(Month/Year) | Name, Address, &<br>Telephone # of<br>Employer | Work<br>Performed | Reason for<br>Leaving |
|-----------------------|--|-------------------|-----------------------|
| From:<br><br>To:      |  |                   |                       |
| From:<br><br>To:      |  |                   |                       |
| From:<br><br>To:      |  |                   |                       |
| From:<br><br>To:      |  |                   |                       |
| From:<br><br>To:      |  |                   |                       |

Which of these jobs did you like the best? \_\_\_\_\_

What did you like most about this job? \_\_\_\_\_

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**ARE YOU WILLING TO MAKE THE FOLLOWING COMMITMENTS?**

- Complete an 80-hour training program? YES / NO  
Attend staff meetings / training sessions? YES / NO  
Maintain confidentiality regarding all client cases? YES / NO  
Be fingerprinted for the purpose of a criminal index  
and background check (at no cost to you)? YES / NO \*  
Provide proof of current automobile insurance? YES / NO  
Provide current DMV print-out? YES / NO \*

*\*This information is retained confidentially in the administrative office and evaluated by the Executive Director, the Deputy Director, and the Shelter Manager only.*

What motivates you to apply for a position with our program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What commitments or situations in your life, work, etc., do you have that might interfere with your employment? \_\_\_\_\_  
\_\_\_\_\_

Have you or your immediate family ever had any involvement with Child Protective Services?  
YES / NO

Have you ever utilized the services of a domestic violence program? YES / NO

If yes, in what way? \_\_\_\_\_  
\_\_\_\_\_

Briefly discuss any philosophical beliefs you have had involving people of races and classes different from your own. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:**

Please list three persons not related to you, whom you have known at least one year, who can describe your personal and/or professional capacity to be an employee of this program. At least one of these references must be from employment or volunteer experiences.

1. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

3. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

**ADDITIONAL COMMENTS OR INFORMATION YOU WOULD LIKE TO PROVIDE:**

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I understand that by submitting this application I am authorizing inquiries to be made concerning my suitability as an employee. The information requested in this application or otherwise obtained will be used only for the purpose of determining suitability as an employee.

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have and release all parties from all liability for all damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause."

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
*DO NOT WRITE BELOW THIS LINE*

References Checked:

| Date | Employer/Contact Person | Remarks |
|------|-------------------------|---------|
|------|-------------------------|---------|

Misc. Comments: