



56 High Street
PO Box 897
Deep River, CT 06417
(860) 526-3600

Youth Job Bank

Employer Application

Application information

Full name:	_____	Date:	_____
	<i>Last First M.I.</i>		
Address:	_____	Phone:	_____
	<i>Street address Apt/Unit #</i>		
	_____	Email:	_____
	<i>City State Zip Code</i>		

Job Description

Responsibilities:	_____
Wages (per hour):	_____
Hours (weekly):	_____

Age/skill requirements

Please list any specific skills or required age needed to apply:

Physical Or Mental Abuse and Sexual Abuse/Sexual Molestation Prevention Policy

Tri-Town Youth Services Bureau, Inc. does not permit actual or threatened acts of physical or mental abuse, sexual abuse, sexual molestation, or sexual misconduct (“prohibited conduct”) to occur in the workplace or at any activity sponsored by or related to it. To clarify this “zero-tolerance” policy to all employees, volunteers, and staff members, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals, and victims must follow when they reasonably suspect, learn of, or witness prohibited conduct. Abuse or molestation means each, every, and all actual, threatened, or alleged acts of physical or mental abuse, sexual abuse, sexual molestation, or sexual misconduct performed by one person or by two or more persons acting together.

Reporting Procedure

All staff members who learn of or have a reasonable suspicion of prohibited conduct must immediately report it to the Executive Director. If the victim is an adult, abuse or neglect will be reported by this designee to the local or state police and/or Adult Protective Services (SPS) Agency. If a child is the victim of abuse or neglect the designee will report it to the local or state police and/or Child Abuse Agency. Appropriate family members of the victim must be notified immediately of suspected child abuse or neglect.

Investigation & Follow-Up

We take allegations of prohibited conduct seriously. Once the allegation is reported we will promptly, thoroughly, and impartially initiate an investigation to determine whether there is a reasonable basis to believe that the prohibited conduct has occurred and that it was committed by the target(s) of the investigation. The investigation may be undertaken by an internal team of fellow employees, or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies, and we may refer the complaint and the result of our inquiry to those agencies. We reserve the right to place the target(s) of the investigation on an involuntary leave of absence or reassign that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected prohibited to appropriate authorities, we will endeavor to keep the identity(ies) of the target(s) and the alleged victim(s) confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including, but not limited to, termination of the target’s relationship with our organization.

EMPLOYER’S STATEMENT

Please read and sign below

1. I represent that all job opportunities will comply with applicable local, state, and Federal law.
2. I understand the Tri-Town Youth Services Bureau is providing potential employers with referrals, not recommendations, regarding its youth application.
3. As an employer, I will check references, conduct interviews, and take other steps as necessary to determine that the persons referred are suitable for the position(s) I have available.
4. I acknowledge that I have received and read the attached Tri-Town’s Physical or Mental Abuse and Sexual Abuse and Sexual Molestation Prevention Policy. I understand that I am bound to follow the policy and understand the consequences if I fail to do so.
5. I agree to waive and hold harmless Tri-Town Youth Services Bureau from any claim relating to the employment of persons referred by Tri-Town, including, but not limited to, accidents or injuries sustained during the scope of employment.

Signature:

Date:

Print name: