

**Candidate Internet Prescreening Questionnaire**

\_\_\_\_\_  
**Candidate Name**

\_\_\_\_\_  
**Position of Interest**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Other Possible Positions to Consider**

**Complete this form in its entirety and submit along with your current resume and cover letter.**

1. After reading the job posting what aspects of the position interest you the most? Why?

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

2. Have you worked in a similar capacity in a previous job? If yes please describe the job and the specific functions performed.

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

**Education, experience, and screening requirements**

3. What is your highest level of education? \_\_\_\_\_ Degree/Major \_\_\_\_\_

4. Do you have an IL Child Welfare License? \_\_\_\_\_ Received: \_\_\_\_\_

Do you have a CERAP Cert.? \_\_\_\_\_ Received: \_\_\_\_\_

Are you trained in SACWIS? \_\_\_\_\_ Date Completed: \_\_\_\_\_

Do you have any of the following certificates or licenses?

LCP: Yes: \_\_\_ No: \_\_\_ Date Received: \_\_\_\_\_

LCPC: Yes: \_\_\_ No: \_\_\_ In Progress: ( ) Yes ( ) No

Exp. Comp. Date \_\_\_\_\_ Date Received: \_\_\_\_\_

LSW: Yes: \_\_\_ No: \_\_\_ Date Received: \_\_\_\_\_

LCSW: Yes \_\_\_ No: \_\_\_ In Progress: ( ) Yes ( ) No

Exp. Comp. Date \_\_\_\_\_ Date Received: \_\_\_\_\_

MHP: Yes: \_\_\_ No: \_\_\_ Date Received: \_\_\_\_\_

QMHP: Yes: \_\_\_ No: \_\_\_ Date Received: \_\_\_\_\_

LPHA: Yes: \_\_\_ No: \_\_\_ Date Received: \_\_\_\_\_

LPN: Yes: \_\_\_ No: \_\_\_ Date Received: \_\_\_\_\_

RN: Yes: \_\_\_ No: \_\_\_ Date Received: \_\_\_\_\_

Other: Yes: \_\_\_ No: \_\_\_ Date Received: \_\_\_\_\_

Do you have a valid DL? \_\_\_\_\_ Do you have full coverage auto ins.? \_\_\_\_\_

5. Are you certified in CPR? \_\_\_\_\_ Date? \_\_\_\_\_

6. Are you certified in First Aid? \_\_\_\_\_ Date? \_\_\_\_\_

7. Do you have an operable car? \_\_\_\_\_

8. If interviewed and selected do you agree to submit to the following screenings?

Drug/AOL? \_\_\_\_\_ TB/Medical? \_\_\_\_\_ Background/Cants? \_\_\_\_\_

9. Are you currently working? \_\_\_\_\_ If yes, name of organization? \_\_\_\_\_

10. What is your current job title? \_\_\_\_\_

11. What is your current salary? \_\_\_\_\_
12. What salary are you looking for? \_\_\_\_\_
13. How long have you worked for your current employer? \_\_\_\_\_
14. Why are you considering leaving? \_\_\_\_\_
15. Do you have any **OTHER related experience**, skills, or attributes that you would like for us to consider for your qualifications for this position?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
16. Using one word adjectives, describe your strengths in relation to this position  
 (Ex: empathetic, patient, caring, organized, assertive, confident, respectful, diverse)  
 \_\_\_\_\_  
 \_\_\_\_\_
17. What is the best method and time to contact you?
- Home: \_\_\_\_\_ Time: \_\_\_\_\_
- Cell: \_\_\_\_\_ Time: \_\_\_\_\_
- Other: \_\_\_\_\_ Time: \_\_\_\_\_
18. What is your availability for interviewing?
- a. Days \_\_\_\_\_
- b. Time \_\_\_\_\_
19. If offered when would you be available to start. \_\_\_\_\_

Mail:

Attn: Human Resources  
 733 N. Prospect Ave  
 Park Ridge, IL 60068

Fax:

847-823-5178

Email:

[jobinfo@theyouthcampus.org](mailto:jobinfo@theyouthcampus.org)