

STAFF APPLICATION

This application form is intended for use in evaluating your suitability for employment with this agency. It is not an employment contract or a guarantee of employment. Please answer all questions completely. We will consider all qualified applicants without regard to sex, race, color, age, national origin, disability or veteran status. Please print. Use additional pages if needed.

Applying for the position of _____

PERSONAL INFORMATION

Last Name _____ First _____ Middle Initial _____

Social Security # ____/____/____

Street Address _____

City _____ State _____ Zip _____

Length at present address ____ years

Prior Address _____

City _____ State _____ Zip _____

Length at prior address _____ years

Phone number () _____

* I am 18 years of age or older YES NO

Referred by: _____

- advertisement
- friend
- relative
- employment agency
- other _____

EDUCATION

Indicate the highest grade level completed: 1 2 3 4 5 6 7 8 9 10 11 12 13+

Schools Name	City	State	Date attended*	Graduate?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

List any Honors received

TEXAS PYTHIAN HOME, INC.

**The Age Discrimination in Employment Act prohibits discrimination of the basis of age against employees and applicants for employment who are 40 years of age or older.*

JOB RELATED SKILLS

Are you fluent in English? YES NO
Spanish? YES NO
Other languages? YES NO
Valid Driver's License(s)? YES NO

Driver's License information:
State _____ Number _____ Type _____ Expiration Date _____

Describe specialized training, apprenticeship, skills and extra-curricular activities (excluding first aid training and/or CPR).

Are you certified in? First Aid CPR
Certifying Agency(ies) _____ Date(s) Certification Expires _____

List professional trade, business or civic activities and offices held.

SECURITY

In which states have you lived in the past 10 years? _____

Have you used any names or Social Security numbers other than those listed on the first page of this application? YES NO

If so, please list them: _____

Are you currently under indictment for, or has an official criminal complaint been filed against you, alleging commission of a felony or misdemeanor? YES NO

If so describe Date City/State Charges

MILITARY

Have you ever served in the military? YES NO

If so: Branch of Military _____
Date* entered _____ Date* discharged _____
Final rank _____ Type discharge _____

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HEALTH

Are you able to perform the duties of the job(s) for which you are applying, with or without accommodation?

YES NO

Accommodation needed

EMPLOYMENT AVAILABILITY

Date you can start IMMEDIATELY with 2 weeks notice On Date

I can work Full time Part time? Temporary Summer? OTHER

Are you available to work:

- Overtime if required? YES NO
Weekdays? YES NO
Saturdays? YES NO
Sundays? YES NO
Can you travel? YES NO

EMPLOYMENT HISTORY

Have you ever applied to this Agency before? YES NO

If so, when?

Have you ever been employed by this Agency before? YES NO

If so, when?

Are you related to any current employees of the Agency? YES NO

If so, whom?

FORMER EMPLOYERS

List all employers you have had in the last 10 years, starting with the current or most recent one first. Include part-time and temporary employment and military service. Account for all periods of inactivity. Continue on additional sheet of paper if necessary. The Agency will contact the employers listed below unless you indicate those you do not want us to contact them. If you do not want us to contact a previous employer, please state why.

Current Employer

Company Name

Company Address

City State Zip

Supervisors Name Phone #

Position Duties

Employment Start date Employment End date

Reason for leaving

YES, you may contact this employer about my qualifications and references.

NO, please do not contact this employer because:

TEXAS PYTHIAN HOME, INC.

Previous Employer 1

Company Name _____

Company Address _____

City _____ State _____ Zip _____

Supervisors Name _____ Phone # _____

Position _____ Duties _____

Employment Start date _____ Employment End date _____

Reason for leaving _____

YES, you may contact this employer about my qualifications and references.

NO, please do not contact this employer because: _____

Past Employer 2

Company Name _____

Company Address _____

City _____ State _____ Zip _____

Supervisors Name _____ Phone # _____

Position _____ Duties _____

Employment Start date _____ Employment End date _____

Reason for leaving _____

YES, you may contact this employer about my qualifications and references.

NO, please do not contact this employer because: _____

Past Employer 3

Company Name _____

Company Address _____

City _____ State _____ Zip _____

Supervisors Name _____ Phone # _____

Position _____ Duties _____

Employment Start date _____ Employment End date _____

Reason for leaving _____

YES, you may contact this employer about my qualifications and references.

NO, please do not contact this employer because: _____

Past Employer 4

Company Name _____

Company Address _____

City _____ State _____ Zip _____

Supervisors Name _____ Phone # _____

Position _____ Duties _____

Employment Start date _____ Employment End date _____

TEXAS PYTHIAN HOME, INC.

Reason for leaving _____

- YES, you may contact this employer about my qualifications and references.
- NO, please do not contact this employer because: _____

Past Employer 5

Company Name _____

Company Address _____

City _____ State _____ Zip _____

Supervisors Name _____ Phone # _____

Position _____ Duties _____

Employment Start date _____ Employment End date _____

Reason for leaving _____

- YES, you may contact this employer about my qualifications and references.
- NO, please do not contact this employer because: _____

EMPLOYMENT REFERENCES

You must provide at least three employment references.

Employment Reference 1.

Name _____

Occupation/Employer _____

Address _____

City _____ State _____ Zip _____

Best contact Phone# _____ Years Known _____

Employment Reference 2.

Name _____

Occupation/Employer _____

Address _____

City _____ State _____ Zip _____

Best contact Phone# _____ Years Known _____

Employment Reference 3.

Name _____

Occupation/Employer _____

Address _____

City _____ State _____ Zip _____

Best contact Phone# _____ Years Known _____

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PERSONAL REFERENCES

You must provide at least three personal references. Do not include relatives or employers.

Personal Reference 1.

Name _____
Occupation/Employer _____
Home Address _____
City _____ State _____ Zip _____
Best contact Phone# _____ Years Known _____

Personal Reference 2.

Name _____
Occupation/Employer _____
Home Address _____
City _____ State _____ Zip _____
Best contact Phone# _____ Years Known _____

Personal Reference 3.

Name _____
Occupation/Employer _____
Home Address _____
City _____ State _____ Zip _____
Best contact Phone# _____ Years Known _____

AFFIDAVIT

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on the application form or any interviews may be grounds for my immediate discharge.

I hereby authorize the Texas Pythian Home to contact any company or individual it deems necessary to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements.

I agree that, if I am employed, I will abide by all the rules and regulations of the Texas Pythian Home. I understand that the taking of drug and alcohol tests, when given pursuant to company policy, are a condition of continued employment and refusal to take such tests when asked will be grounds for my immediate termination.

I further understand that nobody in the Texas Pythian Home is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of the Texas Pythian Home Board. I also understand that my employment is "at-will" and may be terminated by myself or by the Texas Pythian Home at any time for any reason or no reason at all, with or without prior cause.

I further understand that prior to employment I agree to a Criminal Background Check. Any derogatory information may be cause for my dismissal.

I understand a TB (tuberculosis) test is required prior to employment at my expense.

Applicant Signature _____ Date _____

Print Name _____ email form to: lwatson@pythianhome.org