



APPLICATION FOR EMPLOYMENT

1002 Chestnut Street Bastrop, Texas 78602
 (512)321-6161 Fax: (512)321-6164
 www.childrensadvocacycenter.org

Personal Information

Last Name	First	Middle	Date
Street Address			Home Phone () Work Phone ()
City, State, Zip			How long at your present address? _____
Previous Address (Last Two Years)			How long at your previous address? _____
Have you ever applied for employment with us or been employed by us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? (month and year)			
Position Desired			Are you willing to travel? _____
Are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work?			Social Security Number - -
Do you have means of transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No			Pay Expected \$ _____
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			Will you work overtime if asked? _____
Other special training or skills (computer skills, languages, etc...)			When will you be able to begin work?
How did you learn of our organization?			

Education History

School	Name & Location	Course of Study	No. of Years Completed	Did you graduate?	Degree or Diploma?
College					
High School					
Other					

List any scholarships, academic honors, awards, or special achievements.

Military Service

Complete This Section if you served in the U.S. Armed Forces	Branch of Service
Describe Your Duties and any Special Training	Period of Activity
	From _____ To _____
	Rank at Discharge
	Date of Final Discharge

Miscellaneous Information

Have you ever been convicted of a criminal offense? Yes No If yes, explain.

A conviction record will not necessarily be a bar to employment. Factors such as age and time of offense, seriousness, and nature of rehabilitation will be taken into account.

Are you able to perform, with or without reasonable accommodation, the essential functions of the job for which you applied?
 Yes No

List names of relatives and friends working for us.

Signature

The information provided in this Application for employment is true, correct, and complete. I acknowledge and agree that any misstatement or omission of fact on this Application or on any accompanying resume may disqualify me from further consideration for employment, or if employed may result in my dismissal. I understand that neither this Application for Employment nor any offer of employment from The Children's Advocacy Center constitutes an Employment Contract; that if an offer of employment is extended to me, I will be hired at will under Texas law; that my employment and compensation may be terminated with or without cause at any time by the credit union without notice, and in that event, that The Children's Advocacy Center's only obligation shall be to pay wages or salary earned by me to the date of termination. I authorize you to verify the information contained in this Application for Employment and in any accompanying resume. I understand that a criminal background check may be completed before any offer of employment could be made and that I may be asked to give a separate, written approval for such a check.

Date _____ Signature _____