



The Children's Home of Lubbock

P.O. Box 2824
 Lubbock, TX 79408
 (806) 762-0481

APPLICATION FOR EMPLOYMENT

Mission Statement: "Working in creative collaboration to provide quality care that transforms the lives of at-risk children and their families through the active compassion of Christ."

Vision Statement: "Manifesting Christ through excellence in childcare."

(PLEASE PRINT)

Position(s) Applied For:				Date of Application:	
Availability:			Date Available to Start:		
Days	Evenings	Overnights	Weekends	Other	Full Time <input type="checkbox"/>
					Part Time <input type="checkbox"/>
How Did You Learn About Us?					
<input type="checkbox"/> CHoL Website		<input type="checkbox"/> School/Educational Institution		<input type="checkbox"/> Employee _____	
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Relative _____		<input type="checkbox"/> Other _____	
Last Name		First Name		Middle Name	
Mailing Address			City	State	Zip Code
Date of Birth		Social Security Number		Driver's License (state & number)	
Email address:					
Contact numbers:		(home/cell)		(other)	

1. Are you 21 years of age or older? Yes No

2. Are you legally eligible for to work in the U.S.?
 If you are hired, you will be required to furnish documentation within 3 working days showing you are authorized to work in the U.S. Yes No

3. Do you have a valid driver's license? Yes No

4. Have you ever filed an application with us before? Yes No

If yes, give date _____

5. Have you ever been employed with us before? Yes No

If yes, give date _____

6. Have you been convicted of a felony which was classified as an offense against a person or family, public indecency, or the Texas Controlled Substances Act within the last 7 years? Yes No

7. Do you have available transportation? Yes No

8. Do you speak any language other than English? Yes No

If yes, what and proficiency level: _____

9. Have you been convicted of a felony which was classified as an offense against a person or family, public indecency, or the Texas Controlled Substances Act within the last 10 years? Yes No

If yes, please explain:

10. As you understand the position you are applying for, are you able to perform all essential job-related functions?

Yes No

11. Have you ever had job-related training in the United States Military?

Yes No

If yes, please describe: _____

12. Are you physically or otherwise unable to perform the duties of the job for which you are applying?

Yes No

13. Are you willing to take a physical exam to certify your physical competency?

Yes No

14. Are you willing to take a drug screen test?

Yes No

EDUCATION	Name and Location of School	Last Year Completed	Dates Attended	Degree/Diploma Received?
High School				
College				
College				
Other				

If no High School diploma, was a GED received?

Yes No

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience. Describe any honors you have received.

List other special skills or training (certifications/licenses, technical skills, software programs, etc.) relevant to the position for which you are applying:

EMPLOYMENT HISTORY

(Start with your present or last job. Include any job-related military assignments and volunteer assignments.)

Employer:		Dates Employed From To		Work Performed
Address (include city, state, zip):				
Telephone Number(s)		Hourly Rate/Salary Starting Final		
Job Title	Supervisor			
Reason for Leaving:				

Employer:		Dates Employed From To		Work Performed
Address (include city, state, zip):				
Telephone Number(s)		Hourly Rate/Salary Starting Final		
Job Title	Supervisor			
Reason for Leaving:				

Employer:		Dates Employed From To		Work Performed
Address (include city, state, zip):				
Telephone Number(s)		Hourly Rate/Salary Starting Final		
Job Title	Supervisor			
Reason for Leaving:				

REFERENCES (Please list any business or education related references you would like us to consider.)

Name	Address (include City, State, Zip)	Phone	Email Address	Relationship	Years Known
		()			
		()			
		()			

Applicant's Statement:

I certify that all answers or statements I have made on this application or on my resume or other supplementary materials are true and correct without omissions. I acknowledge that any false statement or misrepresentation on my application or supplementary materials will be cause for refusal to hire or for immediate dismissal from employment at any time during the period of employment. I hereby authorize The Children's Home to conduct any investigation of my background deemed necessary.

As a condition of employment, I further authorize the companies and schools previously listed, unless otherwise indicated, to give all information concerning my previous employment and any pertinent information they may have, and release all parties from liability for any damage that may result from furnishing such information to the Home. Offers of employment are conditional on the receipt of satisfactory responses to reference requests.

I understand that my employment is pending satisfactory results of a post-offer pre-employment health screen, drug test, background investigation, driving history, and satisfactory proof of identity and legal authority to work in the United States.

In consideration of my employment, I agree to conform to the rules and standards of The Children's Home as amended from time to time and agree that my employment and compensation can be terminated "at will", with or without cause, and with or without notice at any time, either at my option or at the option of the Home. I agree that this shall constitute a final and fully binding integrated agreement with respect to the at-will nature of my employment

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

The Texas Child Care Minimum Standards has added a qualification for all staff. According to section 1100.3 Appendix V, of the Texas Minimum Standard of Child Placing Agencies; "No one who has been convicted within the preceding ten years of any felony classified as an offense against the person or family, or of public indecency or of violation of the Texas Controlled Substances Act, or any misdemeanor classified as an offense against the person or family or a public indecency, may serve as an employee in an agency home unless the Director of Licensing has ruled that proof of rehabilitation has been established". In order for The Children's Home of Lubbock and Family Services Agency, Inc., to meet this requirement, will you please sign the following statement:

"I have not been convicted within the preceding ten years of any felony or misdemeanor as classified in the above statement."

Signature of Applicant

Print Name

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Interview: Yes No

Date of Interview: _____

2nd Interview: Yes No

Date of Interview: _____

Remarks: _____

Hired: Yes No

Effective Date: _____

Job Title: _____

Interviewer Name and Title

Date

Notes:
