



Children's Home of Lubbock
 PO 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 CLEARLY)

Position(s) applied for:					Date of application:
Availability:	Days	Evenings	Overnights	Weekends	Other
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time					
Date available to start:					
How did you learn about us?					
<input type="checkbox"/> CHOL website		<input type="checkbox"/> School/Educational Institution		<input type="checkbox"/> CHOL Employee _____	
<input type="checkbox"/> Employment agency		<input type="checkbox"/> Relative _____		<input type="checkbox"/> Social Media _____	
<input type="checkbox"/> Other _____					
Last name		First name		Middle name	
Mailing address			City	State	Zip
Date of birth / /		Social security number - -		Driver's license (state & number)	
Email address					
Phone number(s)					

- Yes No **1. Are you 21 years of age or older?**
- Yes No **2. Are you legally eligible 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 applied for employment with us before?**
 If yes, please give date _____
- Yes No **5. Have you ever been employed by us before?**
 If yes, please give date _____

Yes No **6. Do you have available transportation?**

Yes No **7. Do you speak any language other than English?**

If so, what language and what proficiency level _____

Yes No **8. 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?**

If yes, please explain _____

Yes No **9. Do you have available transportation?**

Yes No **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?**

If yes, please describe _____

Yes No **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?**

EDUCATIONAL BACKGROUND

	Name & Location	Dates attended	Year completed	Degree/Diploma received
High School				
College				
College				
Other				

If you did not receive a 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

All applicants must submit employment history for the last **5 years**. Include any job related military and/or volunteering experience or assignments. (If you run out of room, feel free to use the back of the page.)

Employer		Date(s) employed	
Job title		Salary/Hourly rate	
		Starting	Final
Supervisor name	Supervisor phone number		
Supervisor email address			
Job title			
Duties performed			
Reason for leaving			

Employer		Date(s) employed	
Job title		Salary/Hourly rate	
		Starting	Final
Supervisor name	Supervisor phone number		
Supervisor email address			
Job title			
Duties performed			
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		Starting	Final
Supervisor name	Supervisor phone number		
Supervisor email address			
Job title			
Duties performed			
Reason for leaving			

REFERENCES

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

Name	Phone	Email	Relationship	Years known

APPLICANT'S STATEMENT

I certify that all answers and 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 of Lubbock 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 the 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 Children's Home of Lubbock. 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 of Lubbock 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 Children's Home of Lubbock. 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 or 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, 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