

PERSONAL INFORMATION (CONTINUED)

Are you at least 18 years of age? YES NO

Are you at least 21 years of age (in order to drive company vehicles)? YES NO

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

EDUCATION

High School: _____ City/State: _____

From (year): _____ To (year): _____
Did You Graduate? YES NO Do You Have a Diploma?: YES NO

College: _____ City/State: _____

From (year): _____ To (year): _____
Did You Graduate? YES NO Do You Have a Diploma?: YES NO
If Yes, list: _____

CRIMINAL HISTORY

As required by the Texas Health and Human Services (HHSC) and the Texas Administrative Code (TAC), are you willing to undergo a background check? YES NO

Have you ever been convicted of a misdemeanor or a felony? YES NO

(Conviction will not necessarily preclude consideration for employment. All circumstances will be considered.)

If yes, what was the nature of offense(s) leading to conviction(s), date(s) such offense(s) was/were committed, sentence(s) imposed?

Have you had any moving violations in the past three years? YES NO

If yes, how many? _____ Explain:



WORK EXPERIENCE/HISTORY

Please list your work experiences for your past jobs beginning with your most recent employer

Employer 1: _____
Company / Individual

Name of Last Supervisor: _____ Phone: _____

Address: _____

Starting Pay: \$_____ HOUR SALARY Ending Pay: \$_____ HOUR SALARY

Job Title: _____ From (date): _____ To (date): _____

Responsibilities: _____

Reason for Leaving: _____

Employer 2: _____
Company / Individual

Name of Last Supervisor: _____ Phone: _____

Address: _____

Starting Pay: \$_____ HOUR SALARY Ending Pay: \$_____ HOUR SALARY

Job Title: _____ From (date): _____ To (date): _____

Responsibilities: _____

Reason for Leaving: _____

Employer 3: _____
Company / Individual

Name of Last Supervisor: _____ Phone: _____

Address: _____

Starting Pay: \$_____ HOUR SALARY Ending Pay: \$_____ HOUR SALARY

Job Title: _____ From (date): _____ To (date): _____

Responsibilities: _____

Reason for Leaving: _____

REFERENCES

Professional:

Name: _____

Relationship: _____

Phone: _____

Email: _____

Professional:

Name: _____

Relationship: _____

Phone: _____

Email: _____

Professional or Personal:

Name: _____

Relationship: _____

Phone: _____

Email: _____

APPLICATION ACKNOWLEDGEMENT AND WAIVER

In consideration of the review of my job application for possible employment by The Children's Center of Austin (hereinafter referred to as "the Company"), I agree to all of the following:

I authorize an investigation of all statements contained in this application. I understand that any misrepresentation or omission of facts in this application is cause for revocation of any job offer and/or dismissal from employment, at any time, without previous notice.

I hereby give the Company permission to conduct a background investigation into my suitability for employment in the position(s) for which I am being considered. I understand and agree that such a background investigation may include but not necessarily be limited to: verification of academic credentials, previous employment and job performance; contacting references and others who are familiar with my work and general character, conducting criminal background check; conducting a motor vehicle registration check to assess my driving record (if driving is required as part of the position); conducting a credit check (for certain positions); and other investigation and contacts as may be appropriate to the position(s) for which I am being considered. I hereby release the Company, its owners, directors, officers, managers, board members, contractors, and any third party(ies) contacted as part of the background investigation from any liability as a result of such contact.

I understand that in connection with the processing of my employment application, the Company may request from a consume reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I understand that employment with the Children's Center of Austin is on an at-will basis and cannot be altered except by a written instrument signed by the Head of Schools and me. This means that employment with the Company is for no certain period of time, and either party may end the employment relationship at any time, with or without notice, and with or without cause. I understand and acknowledge that neither the acceptance of this application nor any employment offer/relationship (in the position applied for or any other position), regardless of the contents of employee handbooks, manuals, benefit places, policy statements, Company practices, and the like as they may exist from time to time, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Company for any specified period of time, or otherwise to change in any respect the employment-at-will relationship between the Company and me. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

If offered employment with the Children's Center of Austin, I agree to abide by all Company rules, policies and procedures, as set forth in the Employee Handbook, all licensing agency rules and regulations, and all other policies and practices as may be communicated to me from time to time by my manager. If I am employed, I also agree, during the course of my employment, to maintain the appropriate number of continuing education units (CEUs) each year that may be required of my or my position.

Applicant Signature

Date

Applicant Printed Name

Date

