

## EMPLOYMENT APPLICATION

**PRINT IN BLACK/BLUE INK OR TYPE.** Please follow instructions exactly. Fill out application form completely. If questions are not applicable, enter "NA." Do not leave questions blank. Be sure to sign when completed. Communities In Schools (CIS) of Greater Central Texas, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but each copy must be signed. Resumes will not be accepted in lieu of applications. Failure to complete all sections may disqualify you from consideration for employment.

**APPLICANT'S NAME:** \_\_\_\_\_

**DAYTIME PHONE:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**Applying for** (*check all that apply*): ☐ Case Manager ☐ Site Coordinator ☐ Admin. Asst. ☐ Grant Writer

**GRADE LEVEL PREFERENCE** (*Number in order of preference*):

\_\_\_\_\_ Elementary \_\_\_\_\_ Middle/Junior High School \_\_\_\_\_ High School

**Geographic Preference** (*Number in order of preference*):

\_\_\_ Killeen \_\_\_ Temple \_\_\_ Belton \_\_\_ Cove \_\_\_ Salado

How did you hear about this job posting? \_\_\_\_\_

Have you ever been employed by Communities In Schools? If so, when? \_\_\_\_\_

Have you ever applied for a position with Communities In Schools? If so, when? \_\_\_\_\_

Were you ever an intern with Communities In Schools? If so, when & what campus? \_\_\_\_\_

Have you ever been convicted of a felony charge or subjected to deferred adjudication on a felony charge? \_\_\_\_\_

***If your answer is "Yes," please explain in detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s).***

Have you ever had a problem with drugs or alcohol? \_\_\_\_\_ ***If "Yes," please explain:***

Do you object to CIS checking with appropriate public authorities (e.g. police, courts, and the Texas Department of Public Safety) for matters of public record regarding your background and history? \_\_\_\_\_

Have you ever been charged with driving while intoxicated? \_\_\_\_\_ ***If "Yes," explain:***

## EMPLOYMENT APPLICATION

Is there any additional information we should be aware of that if discovered while you were employed with Communities In Schools would reflect discredit upon the program? \_\_\_\_\_ *If yes, please describe:*

Why do you want to become an employee for the Communities In Schools program?

**I. CURRENT EMPLOYMENT.** May we contact your *current* employer? ☐ Yes ☐ No

Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**II. EMPLOYMENT HISTORY.** Begin with your most recent position and work back to your first.

Employer	Start Date	End Date	Job Duties
Address	Hourly Rate / Salary		
	Starting	Final	
Occupation			
Supervisor	Phone Number		
Reason for Leaving			

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Address	Hourly Rate / Salary		
	Starting	Final	
Occupation			
Supervisor	Phone Number		
Reason for Leaving			

## EMPLOYMENT APPLICATION

**REFERENCES.** Please list *two professional* references and *one personal* reference.

### PROFESSIONAL REFERENCE

Name: \_\_\_\_\_

Employer: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Best time to call: \_\_\_\_\_

Email address: \_\_\_\_\_

### PROFESSIONAL REFERENCE

Name: \_\_\_\_\_

Employer: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Best time to call: \_\_\_\_\_

Email address: \_\_\_\_\_

### PERSONAL REFERENCE

Name: \_\_\_\_\_

Employer: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Best time to call: \_\_\_\_\_

Email address: \_\_\_\_\_

## **EMPLOYMENT APPLICATION**

### **APPLICANT'S ACKNOWLEDGEMENT**

I certify that the information given herein is true and complete to the best of my knowledge. I authorize Communities In Schools (CIS) to investigate any information, including my employment history, educational background, references and record of criminal convictions that it believes is relevant to my employment application. My former employers, educational institutions, and personal references may provide information that they may have about me in response to inquiry from CIS. I understand that an offer of employment by CIS is contingent upon obtaining reference information learned through the reference checks provided as well as upon the successful completion of a drug test and a criminal history check. I understand that false information, omissions, or misleading information or misrepresentations given in my application or during the interview process may result in disqualification for employment.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

*Communities In Schools of Greater Central Texas, Inc. abides by a Drug-Free & Alcohol-Free Workplace policy.*

***\*Attach a copy of all transcripts and a current resume to this application\****