

Date Received: _____

Received By: _____

Delivered By: _____

EMPLOYMENT APPLICATION

PRINT IN BLACK/BLUE INK OR TYPE. Please follow instructions exactly. Fill out the 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.

LAST NAME: _____ **FIRST NAME:** _____ **M.I.** _____

HOME PHONE: _____ **CELL PHONE:** _____

STREET ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

E-MAIL ADDRESS: _____

Position applying for: Site Coordinator Admin. Asst. Grant Writer Other: _____

GRADE LEVEL (Number in order of preference): ___ Elementary ___ Middle/JHS ___ High School

Geographic (Number in order of preference):

___ Belton ___ Copperas Cove ___ Jarrell ___ Killeen ___ Salado ___ Temple

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:**

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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 work for Communities In Schools?

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

Employer: _____

Street address: _____ City: _____ State: _____ Zip: _____

Supervisor's Name: _____ Position: _____

Date of Hire: _____ Starting Pay: _____ End Date: _____ Ending Pay: _____

Job Duties: _____

May we contact this employer: Yes No Reason for Leaving: _____

Employer: _____

Street address: _____ City: _____ State: _____ Zip: _____

Supervisor's Name: _____ Position: _____

Date of Hire: _____ Starting Pay: _____ End Date: _____ Ending Pay: _____

Job Duties: _____

May we contact this employer: Yes No Reason for Leaving: _____

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

PROFESSIONAL REFERENCE

First & Last Name: _____

Employer: _____ City: _____ State: _____ Zip: _____

Phone Number: _____

Best time to call: _____

Email address: _____

PROFESSIONAL REFERENCE

First & Last Name: _____

Employer: _____ City: _____ State: _____ Zip: _____

Phone Number: _____

Best time to call: _____

Email address: _____

PERSONAL REFERENCE

First & Last Name: _____

Employer: _____ City: _____ State: _____ Zip: _____

Phone Number: _____

Best time to call: _____

Email address: _____

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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, misleading information, or misrepresentations given in my application or during the interview process may result in disqualification for employment.

Applicant's Printed Name: _____

Applicant's Signature: _____

Date Signed: _____

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****