



Employment Application

Equal Opportunity Employer

Applicant Information

Full name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Phone: _____ Email Address: _____

Date Available: _____ Desired Salary: \$ _____

Position Applied For: _____

Are you a U.S. citizen? Yes No If no, are you authorized to work in the U.S.? Yes No

Have you ever applied to or worked for this organization before? Yes No If yes, when? _____

Education

High School: _____ Address: _____
From: _____ To: _____ Did you graduate? Yes No
Degree: _____

College: _____ Address: _____
From: _____ To: _____ Did you graduate? Yes No
Degree: _____

Other: _____ Address: _____
From: _____ To: _____ Did you graduate? Yes No
Degree: _____

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References

Please list three professional references not related to you, whom you have known for at least one year.

Full name: _____ Relationship: _____

Company: _____

Phone: _____ Email Address: _____

Address: _____

Street Address

Apartment/Unit #

City

State

Zip Code

Full name: _____ Relationship: _____

Company: _____

Phone: _____ Email Address: _____

Address: _____

Street Address

Apartment/Unit #

City

State

Zip Code

Full name: _____ Relationship: _____

Company: _____

Phone: _____ Email Address: _____

Address: _____

Street Address

Apartment/Unit #

City

State

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Employment History (starting with current or most recent position)

Company: _____

Phone: _____ Email Address: _____

Address: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving? _____

May we contact your previous supervisor for a reference? Yes No

Company: _____

Phone: _____ Email Address: _____

Address: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving? _____

May we contact your previous supervisor for a reference? Yes No

Company: _____

Phone: _____ Email Address: _____

Address: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving? _____

May we contact your previous supervisor for a reference? Yes No

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Authorization and Signature

If you are selected for an interview with Child Advocates of Montgomery County, you will be asked to sign consents (prior to interview) for a Social Security number verification and a Child Abuse and Neglect Central Registry check, and you will be given the instructions for a fingerprint-based Texas and National criminal record check. You may bring the signed consent forms with you to the interview.

A potential employee who does not consent to the background checks and complete the fingerprint-based background check, or whose background check is not acceptable, will not be considered for employment with Child Advocates of Montgomery County, Inc.

A potential employee whose background check produces a conviction, guilty plea, plea of no contest, acceptance of deferred adjudication or pending charge that includes any grade of felony, other than for offenses listed in Standard 5.C.9 of the Texas CASA standards, is barred from employment with Child Advocates for 10 years after the offense, after which time Child Advocates will consider the extent of the rehabilitation as well as other factors that may influence the decision to accept the applicant as a Child Advocates staff member.

Child Advocates of Montgomery County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sexual orientation, gender identity or gender expression, national origin, age, disability, genetic information, veteran status or any other legally protected status.

Child Advocates of Montgomery County complies with applicable federal, state, and local laws governing nondiscrimination. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Preliminary Consent and Agreement

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release Child Advocates of Montgomery County from all liability for any damage that may result from utilization of such information.

If I am selected to interview with Child Advocates of Montgomery County, I will sign official consent forms to allow Child Advocates to conduct a Social Security number verification and a Child Abuse and Neglect Central Registry check. In addition, if I'm selected for the position, I understand that I must pass a National Crime Information Center (NCIC) fingerprint-based background check before I begin work with Child Advocates.

Signature: _____ Date: _____