



An Equal Employment Opportunity Employer

Employment Application - SUPPORT AND ADMINISTRATIVE

Thank you for your interest in employment with Boys and Girls Country of Houston, Inc. Your skills, abilities, experience and education will be considered in a non-discriminatory manner. Selections will be made on the basis of job-related qualifications. Applications will be considered for sixty days. **COMPLETE ALL SECTIONS OF THIS FORM.** Please return the completed form to:

hr@boysandgirlscountry.org

Boys and Girls Country of Houston, 18806 Roberts Road Hockley, Texas 77447 ~ 281-351-4976

Visit our website to view available job opportunities: www.boysandgirlscountry.org

GENERAL INFORMATION

Date:	Name: First	Middle	Last	Social Security Number:	
Address: Number and Street		City		State	Zip
Cell Phone:		Alternate:		E-mail Address:	
Position Applying For:		Driver's License Number: _____ State Issued: _____ Expiration: _____			
Type of employment seeking:		<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	Salary Desired:	Date Available:
Are you a U. S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, are you authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever worked for this organization? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when: _____					
Do you have relatives currently employed here? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who: _____					
Have you ever been found guilty of, or pled guilty to, or nolo contendere to, a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: _____					
How did you hear about the position? <input type="checkbox"/> Ad, which one? _____ <input type="checkbox"/> Internet posting, which one? _____					
<input type="checkbox"/> Boys and Girls Country Website <input type="checkbox"/> Friend, Co-Worker (who?) _____ <input type="checkbox"/> Other _____					

PREVIOUS EMPLOYMENT AND WORK HISTORY (List most recent first; additional data may be attached)

Employer:		Salary:	Address: Number and Street			City	State	Zip
Job Title:	From: Mo: Yr	To: Mo: Yr	Supervisor Name:					
Major Responsibilities:			Phone No:		Reason for Leaving:			
Employer:		Salary:	Address: Number and Street			City	State	Zip
Job Title:	From: Mo: Yr	To: Mo: Yr	Supervisor Name:					
Major Responsibilities:			Phone No:		Reason for Leaving:			
Employer:		Salary:	Address: Number and Street			City	State	Zip
Job Title:	From: Mo: Yr	To: Mo: Yr	Supervisor Name:					

Major Responsibilities:	Phone No:	Reason for Leaving:
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Education and Training														
Circle highest year of education completed:			Check each graduation certificate received:											
9	10	11	GED-12	13	14	15	16	17	18	more	<input type="checkbox"/> Associate Degree	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Doctorate
High School Attended			City	State		Honors or Awards								
Technical School Attended			City	State		Area of Study		Technical or other certification received		Year				
Last College or University Attended			City	State		Major		Minor		Degree Rcv'd		GPA		Year
Previous College or University Attended			City	State		Major		Minor		Degree Rcv'd		GPA		Year
Previous College or University Attended			City	State		Major		Minor		Degree Rcv'd		GPA		Year
Previous College or University Attended			City	State		Major		Minor		Degree Rcv'd		GPA		Year

Special Education: Training, Awards, Honors, Accomplishments, Articles Published, etc.

Military Experience			
Have you ever served in the Armed Forces? <input type="checkbox"/> No <input type="checkbox"/> Yes		Dates of Service (MO/YR)	
If yes, what Branch?		From:	To:
		Rank	Character of Discharge

Special Tools, Equipment or Materials (Complete this section in regard to job or type of work sought, if not applicable, write N/A)

Please check applicable skills: <input type="checkbox"/> Computer skills <input type="checkbox"/> Typing ___ wpm <input type="checkbox"/> Calculator <input type="checkbox"/> _____ <input type="checkbox"/> _____	Computer Software – Please rate skill level: Ms Outlook <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Expert <input type="checkbox"/> N/A MS Word <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Expert <input type="checkbox"/> N/A MS Excel <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Expert <input type="checkbox"/> N/A MS PowerPoint <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Expert <input type="checkbox"/> N/A	<input type="checkbox"/> Vehicles/Heavy Equipment _____ _____ _____
	Other:	

Professional References (Provide 3 who are familiar with your work qualification. No personal references)

Name	Relationship	Mailing Address	Email Address	Phone Number
(1)				
(2)				
(3)				

Job Applicant Certification

By appending my signature below I am certifying that the information I have provided on this Employment Application is complete and true. I understand that if I am hired and anything in this application is found to be untrue, I may be subject to discharge. I hereby authorize my former employers and the references named above to give any and all information to Boys and Girls Country of Houston, Inc., "Boys and Girls Country", regarding my prior employment and release each from any liability or any damage whatsoever for providing same. If offered employment with Boys and Girls Country (1) I consent to a pre-employment physical and drug screening as Boys and Girls Country may request; (2) I consent to a tuberculosis screening as required; (3) I consent to a criminal background check; and (4) I agree to present original documents to Boys and Girls Country, within 24 hours of request or employment by Boys and Girls Country, to verify (A) identity and (B) authorization to work in the United States as a citizen or alien. If I am employed by Boys and Girls country, I understand clearly that my employment is not contractual and may be terminated by myself or Boys and Girls Country at any time, for any reason. I understand that no officer, manager, or representative of Boys and Girls Country has the authority to enter into any oral or written agreement or to make any agreement contrary to the foregoing unless approved by the Board of Directors of Boys and Girls Country of Houston, Inc.

Applicant Name (Print): _____ Date: _____

Applicant Signature: _____

DISCLOSURE AND AUTHORIZATION FOR RELEASE OF INFORMATION

As part of our hiring background checks, we may obtain consumer reports to prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Consumer Rights Under the Fair Credit Reporting Act.

AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state, and local laws, I hereby authorize and permit Boys and Girls Country of Houston, Inc. to obtain a consumer report and/or an investigative consumer report which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, credit history, civil record, workers' compensation (post-offer only) and drug testing;
3. Verification of my academic and/or professional credentials; and information and/or copies of documents from any military service records.

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information.

I agree that a copy of this authorization has the same effect as an original.

I agree that this information may be pulled at any time during my employment as a condition of employment.

I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as Boys and Girls Country of Houston, Inc. from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

I understand and acknowledge that under provision of the Fair Credit Reporting Act I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I hereby authorize Boys and Girls Country of Houston, Inc. to obtain and prepare an investigative consumer report as set forth above, as part of its investigation of my employment application.

Full Name _____
(please print clearly)

Signature

Date

BACKGROUND INFORMATION

An applicant for employment with a licensed child-care facility, residential or day-care, or registered family home whose employment or potential employment with the facility or registered family home involves the opportunity for or the direct interaction with children must submit the following information with the application for employment:

I affirm that I do not now and I have not at any time, either as an adult or as a juvenile:

- 1. Been convicted of;
- 2. Pleaded guilty to (whether or not resulting in a conviction);
- 3. Pleaded nolo contendere or no contest to;
- 4. Admitted;
- 5. Had any judgment or order rendered against me (whether by default or otherwise);
- 6. Entered into any settlement of an action or claim of;
- 7. Had any license, certification, employment, or volunteer position suspended, revoked, termination, or adversely affected because of;
- 8. Been diagnosed as having or have been treated for any mental or emotional condition arising from;
- 9. Resigned under threat of termination of employment or volunteerism for; or,
- 10. Have any pending criminal charges against me in this or any other jurisdiction for;

Any conduct, matter or thing (irrespective of the formal name thereof) constituting or involving (whether under criminal or civil law of any jurisdiction):

- 1. Any felony;
- 2. Rape or other sexual assault;
- 3. Physical, sexual, emotional abuse and/or neglect of a minor;
- 4. Incest;
- 5. Exploitation, including sexual, of a minor;
- 6. Sexual misconduct with a minor;
- 7. Molestation of a child;
- 8. Lewdness or indecent exposure;
- 9. Lewd or lascivious behavior;
- 10. Obscene or pornographic literature, photographs, or videos;
- 11. Assault, batter, or any violent offense involving a minor;
- 12. Endangerment of a child;
- 13. Any misdemeanor or other offense classification involving a minor or to which a minor was a witness;
- 14. Unfitness as a parent or custodian;
- 15. Removing children from a state or concealing children in violation of a court order;
- 16. Restrictions or limitations on contact or visitation with children or minors;
- 17. any type of child abduction; or,
- 18. Similar or related conduct, matters, or things.

Except the following (list all incidents, locations, description and date) (if none, write NONE)

Signed: _____	Date: _____

Failure or refusal to sign or provide this information constitutes good cause for refusal to hire the applicant.