



An Equal Employment Opportunity Employer

# Employment Application – TEACHING PARENTHOUSEPARENT

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

[hr@boysandgirlscountry.org](mailto: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](http://www.boysandgirlscountry.org)

## GENERAL INFORMATION

Date:	Name: First	Middle	Last	Social Security Number:
Address: Number and Street		City	State	Zip
Cell Phone:	Alternate Phone:		Email:	
Position Applying For:		Driver's License Number and State Issued		
Type of employment seeking:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	Salary Desired:	Date Available:

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

Have you ever worked for this organization?  Yes  No If yes, when: \_\_\_\_\_

Do you have relatives currently employed here?  Yes  No If yes, who: \_\_\_\_\_

Have you ever been found guilty of, or pled guilty to, or nolo contendere to, a felony?  Yes  No  
If yes, please describe: \_\_\_\_\_

How did you hear about the position?  Ad, which one? \_\_\_\_\_  Internet posting, which one? \_\_\_\_\_

Boys and Girls Country Website  Friend, Co-Worker (who?) \_\_\_\_\_  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:				

**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)		Rank		Character of Discharge	
If yes, what Branch?			From:                      To:					

**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 _____ _____ _____
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Other: \_\_\_\_\_

**Professional References (Provide 3 Professional References (no personal references) – these must be people who are familiar with your work qualification)**

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: \_\_\_\_\_

## Supplemental Employment Application Information for Prospective Teaching Parents

**SPOUSE:** Boys and Girls Country policy is to hire Teaching Parents who have been married at least two years. Over the years we have learned that given the many demands of Teaching Parents, married couples who have not been together for at least the minimum of two years, find it most difficult to grow in their marriage and manage Teaching Parenting roles at the same time.

Spouse Name:	Have you been married at least two years? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Please describe your spouse and how you believe he/she would be a role model for our children at Boys and Girls Country.

**Children and Others Living with You:** As Teaching Parents your family will become part of our Boys and Girls Country family and will be counted into the staffing ratios as determined by our licensing regulations for the State of Texas. For this reason we need to determine the status of the family members who live with you:

Name	Relationship	Age	Date of Birth

Boys and Girls Country is a tobacco and alcohol free organization. We do not have designated smoking areas for employees. Will this be an issue with you:  Yes  No

**CHURCH AFFILIATION POLICY:** Boys and Girls Country is a faith-based organization with a requirement that all Teaching Parents attend Church with their cottage children and support their cottage children in church-sponsored youth programs and ministry. Cottages are assigned a particular church in which to attend; therefore, not all Teaching Parents attend the Church of their specific denomination. In order to help us know how you will fit into our faith-based organization please indicate and explain below if this policy would be a problem for you:

### OTHER INFORMATION

Why do you believe you have been led to Boys and Girls Country?	
In what ways do you believe you have been prepared for this type of ministry at Boys and Girls Country?	
If married, how do you see you and your spouse working together in this ministry? How do you balance one another?	

**FOR ADDITIONAL SPACE TO WRITE, PLEASE FEEL TO USE BACK OF THIS APPLICATION**

**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.