

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 Rcvd	GPA	Year
Previous College or University Attended		City		State		Major	Minor	Degree Rcvd	GPA	Year
Previous College or University Attended		City		State		Major	Minor	Degree Rcvd	GPA	Year
Previous College or University Attended		City		State		Major	Minor	Degree Rcvd	GPA	Year
Special Education – Training, Awards, Honors, Accomplishments, Articles Published, etc.										

Military Experience

Have you ever served in the Armed Forces?		Dates of Service (MO/YR)		Rank	Character of Discharge
<input type="checkbox"/> Yes – Branch? _____ <input type="checkbox"/> No		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:		Computer Software – Please rate yourself appropriately on each:				<input type="checkbox"/> Vehicles/Heavy Equipment	
<input type="checkbox"/> Typing _____wpm <input type="checkbox"/> Shorthand _____wpm <input type="checkbox"/> Transcription <input type="checkbox"/> Calculator		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				_____ _____ _____	
Other: _____ _____							

References Provide 3 professional references - Identify three persons familiar with your WORK qualifications.

Name	Relationship	Mailing Address		Email address	Phone Number () -
Name	Relationship	Mailing Address		Email address	Phone Number () -
Name	Relationship	Mailing Address		Email address	Phone Number () -

Job Applicant Certification

My signature below certifies 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 this Company.

Applicant signature: _____ **Date:** _____

Supplemental Employment Application for Direct Care Staff

Spouse

Name of wife:	Name of husband:	Have you been married at least 2 years? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Children and Others Living with You

Name	Age	Date of Birth

Drugs/Alcohol/Tobacco

Do you currently use drugs or controlled substances in an illegal manner? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you currently use tobacco in any form? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you currently drink alcoholic beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Church Affiliation

Denomination	Church Name and Address	Pastor	Phone Number () -
Positions Held			Year(s)

Other Information

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



DISCLOSURE AND AUTHORIZATION FOR RELEASE OF INFORMATION

As part of our hiring background and investigation, 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.