



City House, Inc. Employment Application

Personal Data:

Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone#: _____ Cell Phone # _____ Email: _____

Social Security No.: _____ TX DL#: _____ (needed to drive agency vehicles)

When are you available to start employment? _____

Do you have the legal right to remain and work in the United States? ____ Yes ____ No

If hired you may be required to submit proof of the above.

What other names have you used? _____

How long have you lived in Texas? _____

Position Desired _____ Rate of Pay Expected \$ _____

Hours Preferred: _____ Full time ____ Part-time (29 hours) ____ Substitute (PRN) ____

Can you work weekends or varied shifts? _____ Limitations _____

Can you work overnight shifts _____ Limitations _____

Have you applied with us before? ☐ Yes ☐ No

If yes, please give date: _____

Have you been employed with us before? ☐ Yes ☐ No

If yes, please give date and job title: _____

Are you currently employed? ☐ Yes ☐ No

If yes, may we contact your present employer? ☐ Yes ☐ No

Are you a veteran of the U.S. Military Service? If yes, please indicate branch: _____

After review of the job description for this position, do you believe you are able to perform the essential functions of this position, with or without reasonable accommodations? ☐ Yes ☐ No

Emergency Contact Person:

Name: _____ Relationship: _____

Address: _____ State: _____ Zip: _____

Work #: _____ Phone #: _____ Cell Phone #: _____

Education:

Name of School	Location of School	Years Completed	Graduated (Yes/No)	Degree Obtained
<i>High School</i>				
<i>College</i>				
<i>Graduate School</i>				
<i>Other</i>				

Professional Licensure:

Professional License #: _____ Type: _____
Date Acquired: _____ Expiration Date: _____
Professional License #: _____ Type: _____
Date Acquired: _____ Expiration Date: _____
Have you ever had your professional license suspended or revoked? ☐ Yes ☐ No
Have you ever received reprimands from your state board: ☐ Yes ☐ No

Experience:

Foreign Language(s) Spoken _____
 Read: _____ Yes _____ No Write: _____ Yes _____ No

List experience you have working with adolescents. _____

Relevant skills, certifications, and talents: _____

Computer Skills: MS Word Skills _____ MS Excel Skills _____ MS PowerPoint _____ MS Access _____

List other computer software programs of proficiency? _____

Background Information:

CONVICTION RECORD STATEMENT

According to Minimum Standards for Emergency Shelters “no one may serve as a member of the staff who has been convicted within the preceding 10 years of any of the following offenses unless the director of licensing has ruled that the person has established that he is rehabilitated:

A felony classified as an offense against the person or family, or of public indecency, or a violation of the Texas Controlled substance Act; or

A misdemeanor classified as an offense against the person or family or of public indecency.”

Additionally, each personnel file must contain a conviction record statement signed by each employee.

CRIMINAL OFFENSES FROM THE TEXAS PENAL CODE

The following constitute criminal offenses included in the Texas Penal Code:

Title 5. Offenses Against the Person

Murder
 Capital murder
 Voluntary manslaughter
 Criminally negligent homicide
 False imprisonment
 Kidnapping
 Aggravated kidnapping
 Rape
 Aggravated rape
 Sexual abuse
 Aggravated sexual abuse
 Homosexual conduct
 Public lewdness
 Indecent exposure
 Rape of a child
 Sexual abuse of a child
 Indecency with a child
 Assault
 Aggravated assault
 Deadly assault on a peace officer
 Injury to a child
 Reckless conduct
 Terroristic threat
 Aiding suicide

Title 6. Offenses Against the Family

Bigamy
 Incest
 Interference with child custody
 Enticing a child
 Criminal nonsupport
 Sale or purchase of a child
 Solicitation of a child
 Harboring a runaway child

Title 43. Public Indecency

Prostitution
 Promotion of prostitution
 Aggravated promotion of prostitution
 Compelling prostitution
 Obscene display or distribution
 Obscenity
 Sale, distribution or display of harmful material to a minor
 Sexual performance by a child

BEFORE SIGNING THIS FORM READ THE CRIMINAL OFFENSES FROM THE TEXAS PENAL CODE
 (Appendix VII of the Minimum Standards)

I, _____ have read this form and the listing of criminal offenses and hereby declare I have not committed or been charged with committing any of the crimes within the last ten years. I also hereby declare there are no outstanding charges or investigations currently in process. I also acknowledge I have not been in violation of the Texas Controlled Substance Act.

Print Name _____

Signed _____ Date _____

Have you ever been convicted of *or* pled no contest to a felony or misdemeanor? ☐ Yes ☐ No

Felony Degree / Misdemeanor Class (if known): _____

State/County: _____ Date: _____

Explain _____

Sentence/Fine: _____

Have you ever had a complaint filed against you with the Texas Department of Family and Protective Services (Child or Adult Protective Services) in Texas or any other state? ☐ Yes ☐ No

State/County: _____ Date: _____

Explain:

Final result of complaint: _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

We consider qualified applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected status.

Previous employers and references will be checked. Information obtained concerning an applicant’s work history will be used as part of the hiring process. City House, Inc. shall not ask previous employers or other sources about an applicant’s disability, illness, workers’ compensation history, or any other questions that the employer may not ask the applicant directly under the Americans with Disabilities Act. City House, Inc. may contact previous employers or other sources about job functions and tasks performed by the applicant, the quality of work performed, how job functions were performed, and other job-related issues not related to disability. The individuals and companies providing reference information on my work history and myself do so with my approval and without risk.

City House, Inc. is an “At Will” employer, meaning that the employee relationship can be terminated with or without cause, and with or without notice, at any time at the option of either the agency or the employee. Information in the employee handbook or promises made verbally by management does not constitute a contract. No promises contrary to this general understanding will be valid unless made in writing by the executive director.

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application and/or during the interview process shall be considered sufficient cause for dismissal.

By providing my signature below I also give City House, Inc. permission to complete a criminal history, driving DMV and reference check with completion of agency application or subsequent hire at the agency.

I hereby acknowledge having read and understood the above statements.

Signature of Applicant _____ Date _____