



## Application for Employment

| Personal Data   |        |  |                             |      |
|---|--------|--|-----------------------------|------|
| Name  | (Last) | (First)  | (Middle)                    | Date |
| Current Address   |        |  | Telephone<br>Home:<br>Cell: |      |
| Last Previous Address   |        |  |                             |      |
| List other cities, counties and states where you have lived/worked;   |        |  |                             |      |
| Are you 18 years of age, or older? YES <input type="checkbox"/> NO <input type="checkbox"/>   |        |  |                             |      |
| Are you authorized to work in the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>   |        |  |                             |      |
| Social Security Number:   |        |  |                             |      |
| Driver's License Number:  |        | State:   | Class:                      |      |
| General   |        |  |                             |      |
| Applying for a position as:   |        |  |                             |      |
| Director <input type="checkbox"/> Assistant Director <input type="checkbox"/> Lead Teacher <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/>  |        |  |                             |      |
| Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> Temporary <input type="checkbox"/>  |        |  |                             |      |
| Acceptable Salary Range: _____  |        | Days Available _____   |                             |      |
| Notice Required: _____  |        | Preferred Hours _____  |                             |      |
| Date Available: _____   |        | Dependable Transportation YES <input type="checkbox"/> NO <input type="checkbox"/> |                             |      |
| Have you failed to be reemployed, ever been involuntarily discharged, fired or asked to resign a position?<br>Yes <input type="checkbox"/> No <input type="checkbox"/>  |        |  |                             |      |
| How were you referred to The Academy @ Chapel Creek?<br>Employee <input type="checkbox"/> Advertisement <input type="checkbox"/> School <input type="checkbox"/> Drop In <input type="checkbox"/> Church Member <input type="checkbox"/> Recruited <input type="checkbox"/> |        |  |                             |      |

## Criminal History Record

The Academy @ Chapel Creek checks criminal history records on ALL applicants for employment. The Academy @ Chapel Creek takes seriously its obligation to protect children who are in our care. We have access to complete and detailed criminal histories through the Texas Department of Protective and Regulatory Services. Often we obtain records that applicants believe are not available to prospective employers, based on something a judge, attorney or probation officer told them, including juvenile offenses.

It is essential that you disclose your complete criminal history. A conviction or other positive answer to the question below about criminal offenses does not mean that The Academy @ Chapel Creek will reject your application. We will consider the nature of the offense(s), your age at the time, how long ago the offense(s) occurred, and the position for which you are applying for, among other factors. However, false or incomplete answers to the questions will disqualify you from being hired. If you are hired and we later discover that your answer was false or incomplete, you will be terminated for falsifying this application.

Answer "yes" if:

- You were tried and found guilty, or
- You pleaded guilty or no contest, or
- You received deferred adjudication or probation (even if it has been completed) or
- The court or prosecutor issued a "supervisory caution" finding.

Answer "no" if:

- You were arrested but not charged, or the charge was dismissed before trial, or
- A grand jury returned a "no bill" in your case, or
- You were tried and found not guilty, or
- Your conviction was reversed on appeal, or
- You were pardoned by a governor or the President of the United States, or
- You committed a traffic offense (not DWI) for which;
  - You paid a fine of \$200 or less
  - There was no final conviction (for example, you took a defensive driving class)

If in doubt, answer "yes" and explain fully.

Have you ever committed a criminal offense?      YES       NO

If you answered "Yes", give dates, places and details:

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## The Academy @ Chapel Creek's position on Child Abuse

Our first priority is care and safety. We make an active and, we believe, effective effort to prevent Child Abuse; physical, emotional, sexual or neglect.

Allegations or suspicions of child abuse are taken very seriously by The Academy @ Chapel Creek and will be reported to the Department of Family Protective Services and Child Protective Services for investigation. The Academy @ Chapel Creek will fully cooperate with any related investigations and will pursue the prosecution of child abusers to its full extent under the laws of this State.

All candidates will be subject to a thorough background investigation to screen out molesters which may include, but are not limited to the following;

- Reference of past employers
- Personal references
- Military Records
- Volunteer History
- Civic involvement
- Criminal Background History
- FBI fingerprint
- Periodic interviews with children, parents, staff and day-to-day experiences, encouraging reports of anything out of the ordinary.

## Working with Children

Why do you want to work with and care for children?

With what age group or sex do you prefer to work? Why?

What is your philosophy about discipline?

What do you do when you are upset or angry about something?

Are you a pedophile or child abuser? YES  NO

Have you ever been accused for being a pedophile or child abuser? YES  NO

If yes, please explain.

Other than through employment how are you involved with children?

List the 3 greatest strengths and the 3 most difficult problems you have in working with children.

Greatest Strengths

Most difficult problems

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

# Employment

Current, or last, employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Street Address \_\_\_\_\_ Salary per hour \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Name of your direct supervisor \_\_\_\_\_ Your title \_\_\_\_\_

Briefly describe your responsibilities

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Reason for terminating employment \_\_\_\_\_

What did you like most? \_\_\_\_\_

What did you like least? \_\_\_\_\_

May we contact this employer while we are considering your application? YES  NO

Next previous, employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Street Address \_\_\_\_\_ Salary per hour \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Name of your direct supervisor \_\_\_\_\_ Your title \_\_\_\_\_

Briefly describe your responsibilities

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Reason for terminating employment \_\_\_\_\_

What did you like most? \_\_\_\_\_

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May we contact this employer while we are considering your application? YES  NO

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Street Address \_\_\_\_\_ Salary per hour \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Name of your direct supervisor \_\_\_\_\_ Your title \_\_\_\_\_

Briefly describe your responsibilities

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Reason for terminating employment \_\_\_\_\_

What did you like most? \_\_\_\_\_

What did you like least? \_\_\_\_\_

May we contact this employer while we are considering your application? YES  NO

Next previous, employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Street Address \_\_\_\_\_ Salary per hour \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Name of your direct supervisor \_\_\_\_\_ Your title \_\_\_\_\_

Briefly describe your responsibilities

\_\_\_\_\_  
\_\_\_\_\_

Reason for terminating employment \_\_\_\_\_

What did you like most? \_\_\_\_\_

What did you like least? \_\_\_\_\_

May we contact this employer while we are considering your application? YES  NO

**Education**

Print Name, City and State for Each School Listed

**Dates**

Type of Course or Major

Graduated?

Degree Received

| Education                         | Print Name, City and State for Each School Listed | Dates | Type of Course or Major | Graduated? | Degree Received |
|-----------------------------------|---|-------|-------------------------|------------|-----------------|
| Highschool                        | _____   |       |                         |            |                 |
|                                   | _____   |       |                         |            |                 |
| College                           | _____   |       |                         |            |                 |
|                                   | _____   |       |                         |            |                 |
| College                           | _____   |       |                         |            |                 |
|                                   | _____   |       |                         |            |                 |
| Trade, Business, Night or Corres. | _____   |       |                         |            |                 |
|                                   | _____   |       |                         |            |                 |
| Other                             | _____   |       |                         |            |                 |
|                                   | _____   |       |                         |            |                 |

Are you presently in school? YES  NO  If yes, give expected completion date \_\_\_\_\_

List courses you are taking

\_\_\_\_\_  
\_\_\_\_\_

If not a high school graduate, indicate high grade and work study class you are attending

\_\_\_\_\_

If not a high school graduate, have you earned a General Educational Development (GED) or high school equivalency? YES  NO

**Special Skills**

Describe any volunteer work, other experience, interest, training, or honors received in connection with your service to any organization which you consider relevant to you ability to perform the job sought.

\_\_\_\_\_  
\_\_\_\_\_

List all current special licenses, permits, certifications and level or credited hours. (CPR, First Aid, etc.)

Type \_\_\_\_\_ Level \_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Other employment

| Employer/Location | Supervisor | Your Title | Dates of Employment |
|-------------------|------------|------------|---------------------|
|-------------------|------------|------------|---------------------|

Give dates and explanation of any gaps in your employment history.

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## Personal References (Not Employers)

| Name and Home Address | Firm Name/Address, if applicable | Phone Numbers | Know in what capacity? (friend, pastor, etc.) | How long known? |
|-----------------------|----------------------------------|---------------|---|-----------------|
|                       |                                  |               |   |                 |
|                       |                                  |               |   |                 |
|                       |                                  |               |   |                 |
|                       |                                  |               |   |                 |

List Below the names of relatives, friends or acquaintances employed by The Academy @ Chapel Creek and their relationship to you.

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I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to the verification by The Academy @ Chapel Creek. I authorize The Academy @ Chapel Creek to investigate all information given and to secure additional job-related information, if necessary. I authorize an investigative report to be made where by information is obtained through personal interviews with third parties, such as family member, business associates, financial sources, friends, neighbors or other with whom I am acquainted. I understand and consent to an inquiry that may include information as to my character, general reputation, and personal characteristics, whichever may be applicable. This information may include, but is not limited to, verification of education including requests for transcripts, credit reports, motor vehicle driving records and criminal reports, etc. I hereby release from all liability or responsibility all persons, companies, organizations or corporations furnishing such information.

I also understand that any misrepresentation or omission of a material fact on my application may be justification for refusal of employment, or if employed, dismissal without advance notice.

In the event I am employed. I understand that employment will be "at will", which means that I may voluntarily terminate my employment for any reason at any time and that I am subject to termination for any lawful reason at the discretion of The Academy @ Chapel Creek. If I choose to give proper notice of termination, The Academy@ Chapel Creek may either permit me to continue my employment during the notice period or may accept my resignation immediately. I understand that any terms of employment other than "at will" employment must be in writing and sign by The Academy Director.

I authorize The Academy @ Chapel Creek to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with a legal and proper interest.

In the event of my employment, I will comply with all rules and regulations as set forth in The Academy@ Chapel Creeks operation policies or other communications distributed to employees.

I understand that completion of this form does not guarantee me status as an applicant or any consideration for employment unless I meet all stated minimum qualifications required of the position for which I am asking to be considered.

Applicant Signature

Date