

- ✓ **PLEASE COMPLETE ALL PAGES OF THE APPLICATION FOR EMPLOYMENT FULLY AND LEGIBLY IN INK.**
- ✓ **COMPLETE ALL BLANKS. RESUME AND SUPPORTING MATERIAL MAY BE ATTACHED; RESUME CANNOT BE USED TO REPLACE EMPLOYMENT HISTORY/APPLICATION.**
- ✓ **APPLICATION MAY BE SUBMITTED IN PERSON, BY MAIL, FACSIMILE, OR E-MAIL PROVIDED APPLICANT'S HANDWRITTEN SIGNATURE CAN BE TRANSMITTED.**
- ✓ **APPLICATIONS ARE ACCEPTED ONLY FOR POSTED POSITIONS.**
- ✓ **APPLICATIONS AND SUPPORTING MATERIALS WILL NOT BE RETURNED**

Criminal background investigations are conducted for all employees . Your signature on the application is your consent and authorization for Cen-Tex Family Services, Inc. (CTFS) or its authorized agent to conduct a criminal background investigation.

CTFS will consider applicants for all positions without regard to race, color, creed, national origin, religion, age (in accordance with laws and regulations), sex, marital status, veteran status or physical or mental handicap (except where a reasonable bona fide occupational qualification exists).

CTFS is an equal opportunity employer. (CTFS undertakes action to assure equal opportunity for underutilized minorities, women, and for persons with disabilities). CTFS policy is to be consistent with the provisions of applicable state and federal law.

Our policies require that you must submit proof of your education when submitting an application for employment. *Applications without proof of education cannot be considered.* Necessary proof of education depends on the position for which you are applying. All positions minimally require graduation from high school or a GED.

Proof of education can include (depending on position):

- 1.) A copy of your High School diploma, High School Equivalency or GED;**
- 2.) High School transcripts containing your graduation date;**
- 3.) College transcripts must be provided as evidence of college education; an “unofficial transcript” is acceptable. Transcripts are subject to Cen-Tex verification.**

Completed applications may be submitted to:

CTFS Human Resources Specialist
2402 Main Street
Bastrop, TX 78602
(512)303-7737 ext. 26
FAX: (512)303-6604



APPLICATION FOR EMPLOYMENT – Cen-Tex Family Services, Inc.

Name _____
Last Name First Name Middle

Address _____
street city state zip

Home Phone _____ Work Number _____ Cell Number _____

E-mail address _____

Position Applied For _____ Location _____

Is any member of your family an employee or board member of Cen-Tex Family Services? _____ Yes _____ No

If Yes, Give Name _____ Relationship _____

Have you ever been employed with us before? _____ Yes _____ No

If Yes, Give Date _____ Position _____

Have you ever had a child in the Head Start Program? _____ When/where? _____

Are you currently employed? _____ Yes _____ No May we contact your present employer _____ Yes _____ No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?

_____ Yes _____ No Proof of citizenship or immigration status will be required upon employment.

Date available to start work? _____ Are you available to work: _____ Full Time _____ Part Time _____ Temporary

Can you travel if job requires it? _____ Yes _____ No

Cen-Tex Family Services, Inc. must comply with the TDFPS *Minimum Standards for Child-Care Centers, Head Start Standards, and company policies and procedures. The following questions are related to these guidelines:*

Are you 21 years of age or older? _____ Yes _____ No

Do you have a valid Texas driver's license? _____ Yes _____ No

If yes, driver's license # _____ Expiration Date: _____

**** In compliance with our company insurance and driver's eligibility policy, employees of Cen-Tex Family Services, Inc. must have a valid TX driver's license and acceptable 3-year driving history. Driver's license checks will be conducted on new employees and annually thereafter.**

**** *Criminal history checks will be conducted on all employees. Fingerprinting will also be required in accordance with the Texas Minimum Standards for Child-Care Centers. Conviction/s will not necessarily disqualify an applicant from employment. However, certain criminal convictions may preclude a person from working when/where children are present or from working in specific positions of trust. An AFFIDAVIT FOR APPLICANTS FOR EMPLOYMENT WITH A LICENSED OPERATION OR REGISTERED CHILD-CARE HOME will also be required of all employees requiring disclosure of specific convictions (etc). Falsification or failure to disclose required information may result in termination of employment.***

APPLICATION FOR EMPLOYMENT – Cen-Tex Family Services, Inc.

LEVEL OF EDUCATION	High School or GED	Undergraduate College/University	Graduate School	Vocational or additional education
School Name and Location				
Years Completed				
Diploma/Degree*				
Describe Course of Study	[Hatched Box]			

**Proof of education is a requirement of employment (college transcripts must be submitted as evidence of college education)*

If you have college credit hours in Early Childhood Development, how many credit hours? _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities: _____

List any certifications, licenses, etc. you possess that apply to your employment (i.e. CPR/1st Aid) _____

State any additional information you feel may be helpful to us in considering your application: _____

List ALL languages/proficiency level (i.e. novice; fair; good; fluent) you are able to:	
Speak:	
Read:	
Write:	

Please list any professional, trade, business or civic activities and offices held. You may exclude memberships that would reveal sex, race, religion, national origin, age, or handicap or other protected status:

BUSINESS OR PERSONAL REFERENCES (NOT RELATIVES)

Give name, address and telephone number of three references familiar with your education, training, or professional experience. Do not include family members or relatives.			
Name	Relationship to applicant (i.e. supervisor)	Complete Mailing or E-mail Address	Phone Number (inc. area code)
1. _____			
2. _____			
3. _____			

Have you ever had any job-related training in the United States military? _____ Yes _____ No

If Yes, please describe _____

APPLICATION FOR EMPLOYMENT – Cen-Tex Family Services, Inc.

4. Employer _____

Address _____
Street City State

Telephone Number(s) _____ Name and title of immediate supervisor _____

Job Title _____ Date Employed _____

Date left _____ Hourly Rate/Salary _____
Starting Final

Work Performed _____

Reason For Leaving _____

5. Employer _____

Address _____
Street City State

Telephone Number(s) _____ Name and title of immediate supervisor _____

Job Title _____ Date Employed _____

Date left _____ Hourly Rate/Salary _____
Starting Final

Work Performed _____

Reason For Leaving _____

APPLICATION FOR EMPLOYMENT – Cen-Tex Family Services, Inc.

Special Skills and Qualifications

Typing speed (estimated words per minute) _____

Computer Skills	Dates Used	Level of Proficiency
Hardware:		
Software:		

Use the space below to summarize other relevant experience, skills, and background. _____

How Did You Learn About Us?

_____ Advertisement Where? _____ Friend _____ Walk-In _____

_____ Employment Agency _____ Relative _____ Other _____

Cen-Tex Family Services, Inc. is an Equal Opportunity Employer.

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

APPLICATION FOR EMPLOYMENT – Cen-Tex Family Services, Inc.
APPLICANT'S STATEMENT

I acknowledge that I understand the importance of providing complete and accurate information. I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this Application for Employment as may be necessary in arriving at an employment decision. By signing below, I authorize Cen-Tex to pursue verifying my employment record by contacting my listed employers and references.

I further understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that affect is executed by the employer and employee in writing.

If applying for a driving position, I understand that in the event that I may become uninsurable as a driver by the agency's vehicle insurance company, such uninsurability will be grounds for immediate dismissal from employment. In the event of employment I understand that any false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the employer.

In the event of an offer of employment, Cen-Tex requires applicants to obtain a basic medical exam and proof of freedom from tuberculosis.

Signature of Applicant

Date

Printed Name

Cen-Tex Family Services, Inc.
Release of Liability

I _____ do hereby authorize Cen-Tex Family Services to obtain information
print name
regarding my employment and educational history and other information provided in this Application for Employment. As a prospective employee, I understand the importance of verification of this information, and release Cen-Tex Family Services and its agents from liability in connection with the release of this information.

Signature _____

Date _____

Social Security Number _____

Information to be released to: Cen-Tex Family Services, Inc.
2402 Main Street
Bastrop, Texas 78602
Telephone 512-303-7737
Fax 512-303-6604