



Application for Employment

INSTRUCTIONS:

Please print in black in or type. Fill out application form completely. If a question is not applicable, enter "NA." Do not leave questions blank. Resumes will not be accepted in place of a completed application. A separate application is required for each position vacancy. Sign and date application when completed. Read page 4 for more information.

Name _____ Social Security No. _____
(Last) (First) (MI)

Mailing Address (Current) _____
(Street) (City) (State) (Zip Code)

Phone No. _____ Alternative Phone No. _____

List any other names used if different from name given on this application. _____

Driver's License No. _____
State Number

List exact title of position which you wish to apply: _____

Full-time Part-time Other _____ Date available to work _____

EDUCATION

Select Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12 Did you graduate/achieve GED? Yes No

Type of School	Name and location of school	Dates Attended				Sem./Clock Hours Completed	Graduated		Expected Graduation Date	Type of Diploma or Degree	Major/Minor Field of Study
		From		To			Yes	No			
		Mo	Yr	Mo	Yr						
Undergraduate Colleges or Universities											
Graduate Schools											
Technical, Vocational, or Business Schools											

If a license, certification, or other authorization is required or related to the position for which you are applying, complete the following:

License/Certification	Date Issued	Date Expires	License No.	Issuing Authority (city & state)

EMPLOYMENT HISTORY (Start with most recent)

Employer: _____
 Position Title: _____
 Immediate Supervisor: _____
 Mailing Address: _____

 Employer's Phone No.: _____
 Brief description of Job: _____

Starting Date			Leaving Date		
Mo.	Day	Yr.	Mo.	Day	Yr.

Current/Final Salary	Full-time	Part-time	Other

Reason for leaving: _____

Employer: _____
 Position Title: _____
 Immediate Supervisor: _____
 Mailing Address: _____

 Employer's Phone No.: _____
 Brief description of Job: _____

Starting Date			Leaving Date		
Mo.	Day	Yr.	Mo.	Day	Yr.

Current/Final Salary	Full-time	Part-time	Other

Reason for leaving: _____

Employer: _____
 Position Title: _____
 Immediate Supervisor: _____
 Mailing Address: _____

 Employer's Phone No.: _____
 Brief description of Job: _____

Starting Date			Leaving Date		
Mo.	Day	Yr.	Mo.	Day	Yr.

Current/Final Salary	Full-time	Part-time	Other

Reason for leaving: _____

EMPLOYMENT EXPERIENCE *continued*

Name of Employer	Title	Location	Date

May your employer be contacted by San Angelo Autism Center? Yes No

SPECIAL SKILLS/QUALIFICATIONS

List all special skills you possess and machines or office equipment you can use. _____

Do you speak a language other than English? Yes No Language: _____

MILITARY SERVICES

Dates of Service (From/To) _____ Type of Discharge _____

VOLUNTEER EXPERIENCE

Please list any applicable volunteer experience. _____

OTHER INFORMATION

1. Do you have relatives currently employed with San Angelo Autism Center? Yes No
If yes, list the name and relationship _____
2. Have you ever been discharged or asked to resign from a job because of unsatisfactory conduct or performance of duties? Yes No If yes, please explain _____
3. Have you ever been convicted by Federal, State, or any other law enforcement authorities for any violation of any Federal, State, County, or Municipal Law, Regulation, or Ordinance? (Do not include anything that happened before your 14th birthday.) Yes No If yes, please explain: _____

PERSONAL REFERENCES

List two-character references other than relatives

Name _____

Address _____

Phone No. _____

Relationship _____

Name _____

Address _____

Phone No. _____

Relationship _____

GENERAL INFORMATION:

If you meet the required qualifications for the position and your application is fully completed it will be forwarded to the supervisor who is responsible for scheduling and conducting interviews. Due to volume of applications received, only applicants selected for interview will be contacted.

A copy of your High School diploma, GED, or certified college transcript is not required with submission of your application but is preferred. However, should a job offer be made, we will need immediate proof that you meet the educational requirements. A certified college transcript or copy of

High School diploma/GED (whichever applicable) must be in employee file within 60 days to maintain employment.

INELIGIBILITY:

Convictions of criminal offenses which constitute an absolute bar to employment are: criminal homicide; kidnapping and unlawful restraint; indecency with a child; sexual assault; aggravated assault; injury to a child; elderly individual or individual with a disability; abandoning or endangering a child; aiding suicide; agreement to abduct from custody; sale or purchase of a child; arson; robbery; aggravated robbery; illegal drug offence; a conviction under the laws of another state, federal law, or the Uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense listed above; and felony conviction for theft which occurred within the previous five years. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine eligibility for employment. Falsification of the application for employment is grounds for dismissal. According to the Texas Administrative Code for San Angelo Autism Center, a conviction is defined as: The adjudication of guilt, plea of guilty or nolo contendere (no contest), or the assessment of probation or community supervision for a violation of the Penal Code.

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- I certify that this application contains no willful misrepresentation or falsification and that the information given by me is true and complete to the best of my knowledge and belief.
- I understand that offers of employment are contingent upon pre-employment drug testing.
- I understand that San Angelo Autism Center will check with the Texas Department of Public Safety and other organizations for any criminal history in accordance with applicable statutes.
- I understand that should investigation disclose misrepresentation, omission of information or falsification, my application will be rejected, and I will be declared ineligible for employment and if hired, termination.

This application must be signed to be considered for employment.

Signature – Applicant

Date

Signature: _____

Date: _____