

CHEROKEE HOME FOR CHILDREN  
P. O. BOX 295  
CHEROKEE, TX 76832  
325-622-4201

APPLICATION FOR EMPLOYMENT  
AN EQUAL OPPORTUNITY EMPLOYER

Date of Application \_\_\_\_\_ Position(s) Applied For \_\_\_\_\_

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Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City St Zip Code

Have you filed an application with this company before? \_\_\_ Yes \_\_\_ No

If yes, give date: \_\_\_\_\_

Have you ever been employed with this company before: \_\_\_ Yes \_\_\_ No

If yes, give date: \_\_\_\_\_

Are you currently employed: \_\_\_ Yes \_\_\_ No

If yes, 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.)*

On what date would you be available for work? \_\_\_\_\_

Have you been convicted of a felony within the last 7 years? \* \_\_\_ Yes \_\_\_ No  
*(Conviction will not necessarily disqualify applicant from employment.)*

If yes, please explain: \_\_\_\_\_

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*\*(Illinois applicants: Under Illinois law, applicants are not obligated to disclose sealed or expunged records of conviction or arrest.)*

**EDUCATION:**

High School \_\_\_\_\_

Years Completed/Degree \_\_\_\_\_

College/University \_\_\_\_\_

Years Completed/Degree \_\_\_\_\_

Graduate/Professional \_\_\_\_\_

Years Completed/Degree \_\_\_\_\_

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

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**Honors received:** \_\_\_\_\_

*State any additional information you feel may be helpful to us in considering your application.*

**List professional, trade, business or civic activities and offices held. (You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status.)** \_\_\_\_\_

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**Give name, address and telephone numbers of three references that are not related to you and are not previous employers.**

1. Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

2. Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

3. Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. (You may exclude organization names that would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status.)

1. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Dates Employed \_\_\_\_\_  
Phone Number \_\_\_\_\_  
  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Work performed \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_
  
2. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Dates Employed \_\_\_\_\_  
Phone Number \_\_\_\_\_  
  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Work performed \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

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

Address \_\_\_\_\_

Dates Employed \_\_\_\_\_

Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Work performed \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

4. Employer \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed \_\_\_\_\_

Phone Number \_\_\_\_\_

\_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Work performed \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

**Special Skills and Qualifications**

Summarize special skills and qualifications acquired from employment or education.

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Notes:

**ADDITIONAL APPLICATION INFORMATION**

Do you have children at home?    \_\_\_ Yes \_\_\_ No

Name	Birthday	Grade
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Please list the names of children not living at home.

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Where does your family worship?

Congregation \_\_\_\_\_ Address \_\_\_\_\_

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

Area Code and Phone \_\_\_\_\_

Elders Name and Phone \_\_\_\_\_

Preachers Name and Number \_\_\_\_\_

How long have you been a member of the church of Christ?

\_\_\_\_\_

What active part do you take in the local work of the church?

\_\_\_\_\_

Check areas you have been involved in: Civic Club Member \_\_\_\_\_, 4-H Club \_\_\_\_\_,  
Scouting \_\_\_\_\_, Little League \_\_\_\_\_, Other \_\_\_\_\_

Why do you want to work at Cherokee Home for Children?

\_\_\_\_\_

\_\_\_\_\_

A criminal background check will be done. Please list all of the towns in Texas you have lived in since you were of the age of 14 years old.

\_\_\_\_\_

\_\_\_\_\_

Do you have a valid Texas driver's license? Yes \_\_\_ No \_\_\_ DL# \_\_\_\_\_

**Applicant's Statement**

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.

This application for employment shall be considered active for a period of time not to exceed 180 days. If I wish to be considered for employment beyond this time period, I understand that I need to inquire as to whether or not applications are being accepted at that time.

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

In the event of employment, I understand that 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.

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Signature of Applicant

Date