

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 _____

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: _____

**(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:

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.) _____

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.

Notes:

ADDITIONAL APPLICATION INFORMATION

Do you have children at home? ___ Yes ___ No

| Name | Birthday | Grade | Baptized |
|------|----------|-------|----------|
|------|----------|-------|----------|

Please list the names of children not living at home.

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 _____

Do you smoke _____, drink _____, curse _____, use narcotics/illegal drugs _____

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.

Signature of Applicant

Date