

APPLICATION FOR EMPLOYMENT

**ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
OF PLANNING REGION XI**

**500 Franklin Avenue
Waco, Texas 76701**

AN EQUAL OPPORTUNITY EMPLOYER

Economic Opportunities Advancement Corporation of Planning Region XI (the "Company") does not discriminate in hiring or employment on the basis of race, color, age, sex, religion, creed, national origin, ancestry, veteran status or disability. No question on this application is intended to secure information to be used for such discrimination. The Company will reasonably accommodate all applicants and employees with disabilities if the Company is informed of such disability.

PLEASE PRINT

Date: _____

Name: _____

Last

First

Middle

Address: _____

Number Street

City

State

Zip

Telephone: (____) _____

Social Security No.: ____/____/____

Are you eighteen years of age or older? Yes No

Have you filed an application here before? Yes No

If yes, give date: _____

Have you ever been employed here before? Yes No

If yes, give date: _____ and reason for leaving: _____

_____ What was your name at that time? _____

Are you employed now? Yes No

May we contact your present employer? Yes No

Any friends or relatives working for this Company? If so who? _____

What job are you applying for? _____

If any, please list any and all pending and prior criminal arrests and charges which include (but not limited to):

Child sexual abuse

Abuse and neglect

All convictions of violence and felonies

Fraud

Theft

Reason for Leaving _____ Last Wages _____

2. _____
Business _____ Address _____ Telephone No. _____

Supervisor _____ Position _____ Dates Employed From: _____ To: _____

Reason for Leaving _____ Last Wages _____

3. _____
Business _____ Address _____ Telephone No. _____

Supervisor _____ Position _____ Dates Employed From: _____ To: _____

Reason for Leaving _____ Last Wages _____

MILITARY SERVICE

Have you served in the U.S. Armed Forces? _____

What Branch: _____ Highest Rank or Rating: _____

Duties and special training: _____

References: Give below the names of three persons not related to you.

Name	Address	Telephone	Years Acquainted
------	---------	-----------	------------------

1. _____

2. _____

3. _____

Special skills and qualifications: (Summarize special skills and qualifications acquired from employment experience.)

EDUCATION

School Level	Name & Location	Numbers of Years Attended	Did you Graduate
--------------	-----------------	---------------------------	------------------

Grammar School: _____

High School: _____

College: _____

Trade or Business
School: _____

Honors received: _____

|

ADDITIONAL INFORMATION

Use the space below if you wish to volunteer additional information you feel may be helpful to us in considering your application.

NOTE: Please carefully read the statements below. After you have read the statements, please sign and date in the space provided below.

“I certify that the facts contained in this application and in any resume or other material provided to the Company and in any oral statements by me are true and complete to the best of my knowledge. I understand that, if employed, omissions, incomplete statements, or false statements on this application or other materials supplied to the Company or in oral statements by me in the hiring process shall be grounds for dismissal.

I authorize investigation of all statements contained herein and authorize the employers and references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.”

I UNDERSTAND AND AGREE THAT, IF HIRED:

1. MY EMPLOYMENT IS FOR NO DEFINITE PERIOD BUT MAY BE TERMINATED BY THE COMPANY AT ANY TIME WITHOUT ANY PRIOR NOTICE AND WITHOUT CAUSE.
2. NO OFFICER OR EMPLOYEE OF THE COMPANY CAN GUARANTEE ME EMPLOYMENT FOR ANY PERIOD OF TIME OR ANY SPECIFIC SALARY BENEFITS EXCEPT BY A WRITTEN EMPLOYMENT AGREEMENT BETWEEN ME AND THE COMPANY SIGNED BY THE EXECUTIVE DIRECTOR OF THE COMPANY or Policy Committee are mandated.
3. I WILL COMPLY WITH ALL RULES AND REGULATIONS OF THE COMPANY INCLUDING THE DRUG AND ALCOHOL POLICY. I UNDERSTAND THE COMPANY'S RULES, REGULATIONS AND POLICIES ARE NOT A CONTRACT AND MAY BE CHANGED OR WAIVED BY THE COMPANY AT ANY TIME.
4. I WILL BE A CONTRACT SERVICE EMPLOYEE UNTIL ALL ASPECTS OF THE EMPLOYMENT PROCESS HAVE BEEN COMPLETED INCLUDING A Post Offer PHYSICAL, CRIMINAL HISTORY CHECK, FINGERPRINT REQUIREMENTS AND ANY TRIAL PERIOD OF EMPLOYMENT, AND NECESSARY APPROVALS. MY REGULAR EMPLOYMENT AND MY INSURANCE AND OTHER BENEFITS WILL ONLY BEGIN AFTER THE ENTIRE APPROVAL PROCESS HAS BEEN COMPLETED. MY DATE OF EMPLOYMENT WILL BE THE DATE MY REGULAR EMPLOYMENT BEGINS.

5. If hired I will report any arrests/convictions immediately to my supervisor.

Date: _____

Signed: _____