



APPLICATION FOR EMPLOYMENT

**Girls Incorporated®
of Tarrant County**

“SEE RESUME” is not a sufficient response to any question.

Last Name	First	Middle	Date of Application		
Street Address			Home Telephone		
City, State, Zip Code			Other Telephone		
Position Desired	Date Available	Salary Desired	Social Security Number		
Type of Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		Are you legally eligible for employment in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No Proof of U.S. citizenship or immigration status will be required upon employment.			
Do you have any physical limitations that preclude you from performing certain jobs? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe:		Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: State: _____ Number: _____ Expiration: _____ Have you ever been convicted of a crime in the past ten years, excluding minor traffic offences? <input type="checkbox"/> Yes <input type="checkbox"/> No Are there any pending criminal charges against you, including deferred adjudication? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:			
EDUCATION					
Level	Name and Location of School	Diploma or Degree (Credits Earned if No Degree)	Attendance Dates		Major
			From Mo/Yr	To Mo/Yr	
High School					
Business, Trade or Technical*					
College*					
Graduate School*					
Other*					
*If degree was received under a name other than that listed on this application, please provide your full name at the time the degree was awarded: Degree: _____ Name At Time Earned: _____					

SKILLS AND QUALIFICATIONS

Summarize specific skills and qualifications acquired from employment or other experiences that are related to the position for which you are applying (e.g., computer skills, software applications, and foreign languages):

EMPLOYMENT HISTORY

Please provide a COMPLETE employment history, even if a resume is submitted with this application. List ALL employers, assignments, or volunteer activities that are relevant to the job for which you are applying, starting with the most recent, including military employment. Explain any gaps in employment in the "Comments" section below. Please use the "Employment History Continuation Sheet" if additional space is needed.

(1) Present/Most Recent Employer		Telephone		Dates Employed		Summarize the nature of the work performed and job responsibilities.
				From Mo/Yr	To Mo/Yr	
Address						
Job Title				Hourly Rate/Salary		
Immediate Supervisor and Title				Starting		
Type of Employment		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other		\$	per	
Reason for leaving or why you are considering leaving?				\$	per	
If currently employed, may we contact for reference?		<input type="checkbox"/> Yes <input type="checkbox"/> No				
(2) Next Previous Employer		Telephone		Dates Employed		Summarize the nature of the work performed and job responsibilities.
				From Mo/Yr	To Mo/Yr	
Address						
Job Title				Hourly Rate/Salary		
Immediate Supervisor and Title				Starting		
Type of Employment		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other		Hourly Rate		
Reason for leaving?				\$	per	
				Final		

EMPLOYMENT HISTORY CONT.

(3) Next Previous Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From Mo/Yr	To Mo/Yr	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	per	
Type of Employment	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Hourly Rate		
	<input type="checkbox"/> Temporary <input type="checkbox"/> Other	Final		
Reason for leaving?		\$	per	

(4) Next Previous Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From Mo/Yr	To Mo/Yr	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	per	
Type of Employment	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Hourly Rate		
	<input type="checkbox"/> Temporary <input type="checkbox"/> Other	Final		
Reason for leaving?		\$	per	

COMMENTS (including explanation of any gaps in employment):

REFERENCES

List three business/work references who are **NOT** related to you and are **NOT** previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known	In what capacity did this person observe you or your work?

PROFESSIONAL LICENSES

List any professional license(s) that are related to the position for which you are applying and list state(s) in which licensed:

MEMBERSHIPS

List professional, trade, business, or civic associations that you consider relevant to the position for which you are applying (exclude memberships which would reveal sex, race, religion, national origin, age, color, or disability).

Organization

Offices Held

OTHER INFORMATION

In case of emergency, please notify (name) _____

Relationship _____ Address: _____

Home Phone: _____ Other Phone: _____

Have you ever interviewed for a job with Girls Inc.? Yes No

If yes, when?

Have you ever been employed by Girls Inc.? Yes No

If yes, when?

Are any relatives or friends currently employed Girls Inc.? Yes No

Name of employee(s)

What prompted your application to Girls Inc.? Ad _____ Friend _____

(Please indicate name of ad/friend) Girls Inc. Employee _____ Other _____

PLEASE REVIEW APPLICATION CAREFULLY. WE WILL NOT CONSIDER THIS APPLICATION IF NOT COMPLETED IN FULL.

PROSPECTIVE EMPLOYEES RECEIVE CONSIDERATION WITHOUT DISCRIMINATION BECAUSE OF RACE, CREED, COLOR, SEX, AGE, NATIONAL ORIGIN OR HANDICAP.

APPLICANT SIGNATURE: _____ **DATE:** _____



**CONSENT TO INVESTIGATE PERSONAL BACKGROUND INFORMATION
 CONSENT FOR CRIMINAL BACKGROUND HISTORY CHECK
 AUTHORIZATION FOR PARTIES TO RELEASE INFORMATION
 INDEMNIFICATION FOR ALL PARTIES INVOLVED IN BACKGROUND INVESTIGATION**

Each staff member or volunteer who is to be screened must sign an authorization/waiver/indemnity form, giving approval for Girls Incorporated of Tarrant County to perform the criminal background search.

I hereby give my permission to Girls Incorporated of Tarrant County, their staff, or their agents to obtain information relating to my criminal history record and character in any manner they see fit. I understand that these records are obtained through outside sources including, but not limited to, The Texas Department of Protective and Regulatory Services, the City of Arlington, Texas, and any other companies and agencies available to provide such information according to the discretion of Girls Incorporated of Tarrant County.

The criminal history record, as received from the reporting agencies, may include, but is not limited to, arrest, conviction and driving record data as well as plea bargains, deferred adjudications and delinquent conduct as committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment or volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by Girls Incorporated of Tarrant County and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify The Texas Department of Protective and Regulatory Services, the City of Arlington, Texas, and any other local, state, and federal law enforcement or other agencies, and each of their officers, directors, employees and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever (including claims for negligence, gross negligence, and/or strict liability of The Texas Department of Protective and Regulatory Services, the City of Arlington, Texas, and any other companies and agencies used to provide information pertaining to the undersigned) and any and all related attorneys' fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become a volunteer/staff member.

The undersigned acknowledges and agrees that (1) he or she is not obligated if called upon to perform employment or volunteer services herein applied for, and (2) the agency is not obligated to assign or seek to assign to him or her a position of employment or a Little Brother or Little Sister.

I understand that the information provided by me will be used to determine my eligibility for a volunteer or employment position with Girls Incorporated of Tarrant County. I also understand that as long as I remain a volunteer or an employee, Girls Incorporated of Tarrant County may repeat these investigations at any time. I understand that in some cases, I will be required to complete a new consent/waiver/indemnity form in order to have these investigations repeated and thusly, to remain a volunteer or employee with Girls Incorporated of Tarrant County.

I certify that all statements above are complete and correct, and I agree that:

- A. Former employers, colleges and universities are authorized to furnish information concerning the applicant and are released from all liability for furnishing such information.
- B. My information as noted above may be investigated through The Texas Department of Protective and Regulatory Services, the City of Arlington, Texas, and any other companies and agencies available to provide such information according to the discretion of Girls Incorporated of Tarrant County.
- C. Any misrepresentation or omission made by me in this application or any supplement hereto will be sufficient grounds for immediate termination.

I hereby authorize the addressed institution(s), police department(s) and court house(s) to furnish to all entities listed under (B.) above any requested criminal, civil, traffic or other background information they may have on record or otherwise, and or hereby release the addressed institution and all the individuals connected therewith from any and all liability for damage whatsoever incurred in furnishing such information.

Signature of Applicant

Date

Printed Name of Applicant



CONSENT/AUTHORIZATION/WAIVER/INDEMNIFICATION
TO PERFORM PERSONAL OR CRIMINAL BACKGROUND INVESTIGATION

PLEASE PRINT:

Complete Legal Name: _____

Other names used (i.e. nicknames, maiden or married names, etc.): _____

Gender: ___M ___F Height: _____ ft. _____ in. Race: _____

Date of Birth: _____

Social Security Number: _____

Drivers License Number: _____ State Issued: _____

List all the counties and states where you have resided in the last five years: _____

I certify that all statements above are complete and correct, and I agree that:

- D. Former employers, colleges and universities are authorized to furnish information concerning the applicant and are released from all liability for furnishing such information.
- E. My information as noted above may be investigated through The Texas Department of Protective and Regulatory Services, the City of Arlington, Texas, and any other companies and agencies available to provide such information according to the discretion of Girls Incorporated of Tarrant County.
- F. Any misrepresentation or omission made by me in this application or any supplement hereto will be sufficient grounds for immediate termination.

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Signature of Applicant

Date

(YOU MUST COMPLETE BOTH SIDES OF THIS FORM)