



of Tarrant County

EMPLOYMENT APPLICATION

Last Name		First Name		Middle Initial	Date of Application
Street Address				Phone	
City		State		Zip	Email
Position Desired		Date Available		Salary Desired	Type of Employment Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time <input type="checkbox"/> Other
Driver's License Number: _____ Exp. Date: _____				Social Security Number	
If hired, can you provide proof of identity and authorization to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO				Are you at least 18 years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EDUCATION					
Level	Name and Location		Diploma or Degree (or credits earned)	Major	
High School					
Business, Trade, or Technical					
College					
Graduate					
Other					
SKILLS AND QUALIFICATIONS					
Summarize specific skills, experience, training, or qualifications relevant to the position for which you are applying:					
PROFESSIONAL MEMBERSHIP AND LICENSES					
List any memberships or professional licenses that are related to the position for which you are applying:					

EMPLOYMENT HISTORY

Provide a complete employment history, even if your resume was submitted. List all employers, assignments, or volunteer activities that are relevant to the position 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 additional pages if necessary.

Most Recent Employer	Phone	From Month/Year	To Month/Year	Summarize Work Performed and Job Responsibilities
Address				
Job Title		<u>Hourly Rate/Salary</u> Starting		
Immediate Supervisor and Title		\$	Per	
Type of Employment <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other		<u>Hourly Rate/Salary</u> Final		
Reason for Leaving		\$	Per	
Next Previous Employer	Phone	From Month/Year	To Month/Year	Summarize Work Performed and Job Responsibilities
Address				
Job Title		<u>Hourly Rate/Salary</u> Starting		
Immediate Supervisor and Title		\$	Per	
Type of Employment <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other		<u>Hourly Rate/Salary</u> Final		
Reason for Leaving		\$	Per	
Next Previous Employer	Phone	From Month/Year	To Month/Year	Summarize Work Performed and Job Responsibilities
Address				
Job Title		<u>Hourly Rate/Salary</u> Starting		
Immediate Supervisor and Title		\$	Per	
Type of Employment <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other		<u>Hourly Rate/Salary</u> Final		
Reason for Leaving		\$	Per	
Next Previous Employer	Phone	From Month/Year	To Month/Year	Summarize Work Performed and Job Responsibilities
Address				
Job Title		<u>Hourly Rate/Salary</u> Starting		
Immediate Supervisor and Title		\$	Per	
Type of Employment <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other		<u>Hourly Rate/Salary</u> Final		
Reason for Leaving		\$	Per	
Comments:				

REFERENCES

List three professional/work references not related to you. Personal references are not acceptable.

Name	Contact Information	Years Known	In what capacity did this person observe your work?

May we contact your references? YES NO

If not, who and why?

PLEASE REVIEW APPLICATION CAREFULLY. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

GIRLS INC. OF TARRANT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING BASED ON RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, RELIGION, SEX, DISABILITY, AGE, VETERN STATUS OR GENETIC INFORMATION.

SIGNATURE

READ CAREFULLY BEFORE SIGNING AS THESE ITEMS REPRESENT SIGNIFICANT MATTERS IN CONNECTION WITH YOUR APPLICATION.

I certify that the statements and information furnished by me in this application are true, complete, and correct. I understand that any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated.

I understand that Girls Inc. of Tarrant County is not obligated to provide me with employment and that I am not obligated to accept employment. I understand that nothing contained in this application, or conveyed during any interview that may be granted, or during my employment, if hired, is intended to create a contract for continued employment with the agency. If hired, employment with Girls Inc. of Tarrant County is on an at-will basis and can be terminated at the will of either party, with or without cause, and with or without notice at any time.

I further understand that, if hired, I will be required to abide by all the rules and regulations of Girls Inc. of Tarrant County, and that my wages, benefits, and conditions of employment can be changed by the agency at any time in its sole discretion.

MY SIGNATURE CERTIFIES THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant Signature

Date



AUTHORIZATION FOR BACKGROUND CHECK - EMPLOYMENT

Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.

I, (print name) _____,
hereby authorize Girls Inc. of Tarrant County to investigate my background and qualifications for purposes of evaluating whether I am qualified for the employment position for which I am applying.

I understand that Girls Inc. of Tarrant County will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the agency's choice.

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 this information will be used, in part, to determine my eligibility for an employment position with the agency. I understand the criminal history could include information presumed to be expunged. I also understand that I will have the opportunity to review the criminal history received by Girls Inc. of Tarrant County and a procedure is available for clarification if I dispute the record as received.

If I become employed by Girls Inc. of Tarrant County, this permission shall remain in effect as long as I am an employee.

I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Applicant Signature

Date