

Texas Heritage Children's Ranch

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name _____			Date _____
_____	_____	_____	
<small>Last</small>	<small>First</small>	<small>Middle</small>	
Present address _____			
City/State/Zip _____			
Social Security Number _____			
Phone: Cell _____			
Phone: Home _____			
If under 18, please list age _____			
E-mail _____			

EMPLOYMENT DESIRED

Position applied for _____
Days/hours available to work: _____
Employment desired <input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME
When are you available to start work? _____

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	YEARS COMPLETED	Did you Graduate? Year?
High School				
College				
Business or Trade School				

WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. If you were self employed, give business name.

1. Name of employer _____
Address _____
Phone # _____
Position _____
Employment dates From: _____ To: _____
Name of last supervisor _____
Reason for leaving (Be specific) _____

2. Name of employer _____
Address _____
Phone # _____
Position _____
Employment Dates From: _____ To: _____
Name of last supervisor _____
Reason for leaving (Be specific) _____

3. Name of employer _____
Address _____
Phone # _____
Position _____
Employment Dates From: _____ To: _____
Name of last supervisor _____
Reason for leaving (Be specific) _____

4. Name of employer _____
Address _____
Phone # _____
Position _____
Employment Dates From: _____ To: _____
Name of last supervisor _____
Reason for leaving (Be specific) _____

If hired, can you provide proof of U.S. citizenship
or proof of your legal right to live and work in this country?

Yes No

If hired, would you have a reliable means of transportation to and from work?

Yes No

Are you able to perform the essential functions and duties
of the job for which you are applying?

Yes No

If not, please describe the functions or duties you are unable to perform. _____

Have you ever been convicted of a felony, or been involved with a child abuse or neglect court action
or official investigation?

Yes No

If yes, please explain. _____

REFERENCES

May be former employer or personal reference not related to you.

1. Name _____

Address _____

Phone _____

2. Name _____

Address _____

Phone _____

3. Name _____

Address _____

Phone _____

STAFF REQUIREMENTS

_____ I am at least 18 years of age and have a high school diploma or its equivalent.

Signature: _____ Date _____

_____ I am 16, 17, or 18 years of age and understand that I must never be left alone with, and in charge of a group of children, but I may be counted in child/staff ratio provided that I work in the same room with, and am supervised by, a qualified staff member and:

_____ I have a high school diploma or its equivalent; or

_____ I am enrolled in or have completed a career program related to childcare, approved by the Texas Education Agency or another state or federally approved childcare related program.

Signature: _____ Date _____

REQUIREMENTS FOR EMPLOYMENT

- A negative skin test for tuberculosis
- Be physically able to perform the duties of working with children
- Able to lift 40 pounds
- Complete 24 hours of pre-service training within 90 days of employment, and an additional 24 hours within the first year of employment
- Provide two (2) forms of identification
- Allow a criminal history background check to be completed
- Complete first aid and CPR training
- Complete 30 clock hours of training in each year of additional employment
- You may be required to present a copy of your current immunization record and if you cannot you may be required to receive required immunizations

I acknowledge that the above are required for employment with Texas Heritage Children's Ranch.

Signature: _____ Date _____

AFFIDAVIT FOR APPLICANTS FOR EMPLOYMENT WITH A LICENSED OPERATION OR REGISTERED CHILD-CARE HOME

AN APPLICANT FOR TEMPORARY OR PERMANENT EMPLOYMENT with a licensed child-care facility, licensed child-placing agency or registered child-care home whose employment or potential employment with the facility, agency, or home involves direct interaction with or the opportunity to interact and associate with children must execute and submit the following affidavit with the application for employment:

STATE OF _____

COUNTY OF _____

I swear or affirm under penalty of perjury that I do not now and I have not at any time, either as an adult or as a juvenile:

1. Been convicted of;
2. Pleaded guilty to (whether or not resulting in a conviction);
3. Pleaded nolo contendere or no contest to;
4. Admitted;
5. Had any judgment or order rendered against me (whether by default or otherwise);
6. Entered into any settlement of an action or claim of;
7. Had any license, certification, employment, or volunteer position suspended, revoked, terminated, or adversely affected because of;
8. Resigned under threat of termination of employment or volunteerism for;
9. Had a report of child abuse or neglect made and substantiated against me for; or
10. Have any pending criminal charges against me in this or any other jurisdiction for;

Any conduct, matter, or thing (irrespective of formal name thereof) constituting or involving (whether under criminal or civil law of any jurisdiction):

1. Any felony;
2. Rape or other sexual assault;
3. Physical, sexual, emotional abuse and/or neglect of a minor;
4. Incest;
5. Exploitation, including sexual, of a minor;
6. Sexual misconduct with a minor;
7. Molestation of a child;
8. Lewdness or indecent exposure;
9. Lewd and lascivious behavior;
10. Obscene or pornographic literature, photographs, or videos;
11. Assault, battery, or any violent offense involving a minor;
12. Endangerment of a child;
13. Any misdemeanor or other offense classification involving a minor or to which a minor was a witness;
14. Unfitness as a parent or custodian;
15. Removing children from a state or concealing children in violation of a court order;
16. Restrictions or limitations on contact or visitation with children or minors resulting from a court order protecting a child or minor from abuse, neglect, or exploitation; or,
17. Any type of child abduction.

Except the following (list all incidents, locations, description, and date) (if none, write NONE)

The failure or refusal of the applicant to sign or provide the affidavit constitutes good cause for refusal to hire the applicant.

Signed: _____ Date: _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____

Signature of notary officer: _____
(seal, if any, of notarial officer)

My commission expires: _____