



## Application for Employment

Today's Date: \_\_\_\_\_

### Personal Information:

Name: \_\_\_\_\_  
Last First Middle Other names used

Social Security Number: \_\_\_\_\_ TX Drivers Lic. # \_\_\_\_\_  
(We will need a copy of your drivers license or ID for the criminal history background check.)

Address: \_\_\_\_\_  
Number Street City TX. Zip

How long at this address? \_\_\_\_\_

Contact information: \_\_\_\_\_  
Home phone Cell Other Email

Position applied for: \_\_\_\_\_ Expected Salary: \_\_\_\_\_

Days and hours available to work (Full or Part time):

Mon: \_\_\_\_\_ Thu: \_\_\_\_\_  
Tue: \_\_\_\_\_ Fri: \_\_\_\_\_  
Wed: \_\_\_\_\_

Why would you like to work at SWLC?

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What makes you the best candidate for working with children?

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Have you ever been under investigation by Child Protective Services or any other such agency for your appropriateness around children? No\_\_ Yes\_\_ If yes, explain.

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Have you ever been convicted of a felony? No\_\_ Yes\_\_ If yes, explain.

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Have you ever been convicted of any crime (misdemeanor or felony), or received a judgment related to child abuse, child neglect, and/or unlawful sexual offences? No\_\_ Yes\_\_ If yes, explain.

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**Education:**

High School Attended, location & dates attended: \_\_\_\_\_  
Date of Graduation or GED \_\_\_\_\_

College Attended, location & dates attended: \_\_\_\_\_  
Major or Coursework studied: \_\_\_\_\_  
Degree or Certificate and date: \_\_\_\_\_

Please list any other education or training that makes you a qualified candidate to work at SWLC.

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Do you have a current First Aid and CPR card? No\_\_ Yes\_\_ If yes, expiration date: \_\_\_\_\_

**Employment History (most recent first):**

<b>Company Name:</b> _____	Employed (from-to): _____
Name of Supervisor: _____	Telephone number: _____
Starting Position: _____	Rate of pay: _____
Ending Position: _____	Rate of pay: _____
Reason for Leaving: _____	

<b>Company Name:</b> _____	Employed (from-to): _____
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<b>Company Name:</b> _____	Employed (from-to): _____
Name of Supervisor: _____	Telephone number: _____
Starting Position: _____	Rate of pay: _____
Ending Position: _____	Rate of pay: _____
Reason for Leaving: _____	

How do you plan on getting to work? \_\_\_\_\_

**Personal References (not listed as employers)**

Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Phone: \_\_\_\_\_

**PLEASE READ CAREFULLY**

I hereby certify that to the best of my knowledge, the information and statements made in this application are true and correct. I understand that any misrepresentation or omission of facts in my application may be justification for refusal to hire or termination.

I understand that SWLC is required to perform a background check and employment is contingent on receiving a clearance.

I authorize any and all references to release information regarding my employment history or my personal character in how it applies to working with children.

If employed at SWLC, I understand that I will be required to take training courses and a TB test as well as read and abide by TDRPS Minimum Standards, SWLC Staff handbook and Parent handbook.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

**References contacted:**

Name:                                      Company:                                      Phone:

Eligible for rehire?                      Dates worked:

Reliability?                                      Work habits?

Strengths?

Developmental Needs?

Any concerns with this applicant working with young children?

**References contacted:**

Name:                                      Company:                                      Phone:

Eligible for rehire?                      Dates worked:

Reliability?                                      Work habits?

Strengths?

Developmental Needs?

Any concerns with this applicant working with young children?

**References contacted:**

Name:                                      Company:                                      Phone:

Eligible for rehire?                      Dates worked:

Reliability?                                      Work habits?

Strengths?

Developmental Needs?

Any concerns with this applicant working with young children?