



APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

(Women's Shelter of East Texas, Inc.)

PERSONAL INFORMATION

DATE _____

NAME: _____
LAST FIRST MIDDLE

SOCIAL SECURITY NUMBER: _____

PRESENT ADDRESS: _____
STREET CITY STATE ZIP

PERMANENT ADDRESS: _____
STREET CITY STATE ZIP

PHONE #: _____ ARE YOU 18 YEARS OF OLDER? Yes No
HOME CELL

Email #: _____

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? Yes _____ No _____

EMPLOYMENT DESIRED

POSITION: _____ DATE YOU CAN START: _____ SALARY DESIRED: _____

ARE YOU EMPLOYED NOW? _____ IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

HAVE YOU WORKED FOR THIS AGENCY BEFORE? _____ WHERE? _____ WHEN? _____

REFERRED BY: _____

EDUCATION	NAME AND LOCATION OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE?	COURSE OF STUDY
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK: _____

SPECIAL SKILLS: _____

ACTIVITIES: (CIVIC, ATHLETIC, ETC.) _____
(EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICTES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.)

U.S. MILITARY/NAVAL SERVICE: _____ PRESENT MEMBER IN NATIONAL GUARD/RESERVE: _____

Release for Background Check

I _____ understand that a background check is required in order to become an employee/ volunteer/ advocate for the Family Crisis Center (*Women's Shelter of East Texas, Inc.*) I realize that this background check consists of criminal history including sex offender information. I agree to provide the necessary information in order to complete this background check. I further agree that presence of criminal history may exclude or eliminate me from being an employee/ volunteer/ advocate of the Women's Shelter of East Texas, Inc. I understand that any information about my criminal history will not be released to anyone by any official representative of The Women's Shelter of East Texas, Inc. By signing below I certify that I have not been convicted of any crimes, I have a valid driver's license and there is nothing that will inhibit me from participating as a volunteer of the Women's Shelter of East Texas, Inc.

Signature

Date

Print Name (as shown on Driver's License)

Driver's License Number (list state as well)
OR

Social Security Number

Date of Birth

City/State Born

Ethnicity

Background Check Completed By: _____ **Date** _____

Background Check Status: **Clear** _____ **Record** _____
(See attached information)

I understand that the Family Crisis Center of East Texas (*Women's Shelter of East Texas Inc.*) will refer to the agency's Internal Database to determine if applicants for employment, board member consideration, volunteer work or internship are a current or former client. Per agency policies and procedures, former clients may serve in a board, staff, intern or volunteer position after one year following termination of client services from WSET with the approval of the Executive Director. Signing below will constitute your consent for the Family Crisis Center of East Texas (*Women's Shelter of East Texas Inc.*) to refer to the Interagency client database as a part of the background application process.

Signature

Date