



# 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: \_\_\_\_\_

**FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH THE LAST ONE.)**

DATE MONTH & YEAR	EMPLOYER TOWN & PHONE #	SALARY	POSITION	REASON FOR LEAVING
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				

WHICH OF THESE JOBS DID YOU LIKE BEST? \_\_\_\_\_

WHAT DID YOU LIKE MOST ABOUT THIS JOB? \_\_\_\_\_

**REFERENCES:** GIVE THE NAMES OF THREE PERSONAL REFERENCES NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST 1 YEAR

	NAME	ADDRESS	PHONE # (Required)	YEARS KNOWN
1				
2				
3				

IN CASE OF  
EMERGENCY NOTIFY: \_\_\_\_\_

NAME

ADDRESS

PHONE

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN THE EXECUTIVE DIRECTOR, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE EXECUTIVE DIRECTOR, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME OR TO MAKE ANY AGREEMENT TO THE FOREGOING."

I UNDERSTAND THAT THE FAMILY CRISIS CENTER (WOMEN'S SHELTER OF EAST TEXAS, INC.) WILL REFER TO ITS INTERNAL DATABASE TO DETERMINE IF APPLICANTS ARE A CURRENT OR FORMER CLIENT. SUBMITTING THIS APPLICATION FOR EMPLOYMENT WILL CONSTITUTE YOUR CONSENT FOR FAMILY CRISIS CENTER (WOMEN'S SHELTER OF EAST TEXAS, INC.) TO REFER TO ITS CLIENT DATABASE AS PART OF THE ASSESSMENT PROCESS TO DETERMINE YOUR ELIGIBILITY TO APPLY FOR A VACANT POSITION WITH FAMILY CRISIS CENTER (WOMEN'S SHELTER OF EAST TEXAS, INC.)

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**AGENCY USE ONLY**

**REFERENCE CHECK**

Reference #1: \_\_\_\_\_  
NAME OF REFERENCE                      FCC EMPLOYEE COMPLETING REFERENCE CHECK                      DATE

Reference #2: \_\_\_\_\_  
NAME OF REFERENCE                      FCC EMPLOYEE COMPLETING REFERENCE CHECK                      DATE

Reference #3: \_\_\_\_\_  
NAME OF REFERENCE                      FCC EMPLOYEE COMPLETING REFERENCE CHECK                      DATE