

**2-1-1 Big Bend, Inc.**

**APPLICATION FOR EMPLOYMENT**

Name \_\_\_\_\_ Preferred first name \_\_\_\_\_  
                     Last                      First                      Middle

Present Address \_\_\_\_\_ How long have you lived there? \_\_\_\_\_  
                     Street and No.                      City/State                      Zip                      Years                      Months

Previous Address \_\_\_\_\_ How long did you live there? \_\_\_\_\_  
                     Street and No.                      City/State                      Zip                      Years                      Months

Telephone No. \_\_\_\_\_ Are you 18 years of age or older?  Yes  No

Have you ever worked for this company before?  Yes  No

If yes, please give dates and position: \_\_\_\_\_

Do you have any friends or relatives working here?

If yes, Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you ever pled guilty or "no contest" to a crime, been convicted of a crime, had adjudication withheld, prosecution deferred or do you have any criminal charges pending?  Yes  No

If Yes, please give date and details of each: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including any period of unemployment.

Present or Past Employer Address _____ City/State/Zip _____ Telephone _____	From  To	Position	Supervisor	Reason for leaving
Previous Employer Address _____ City/State/Zip _____ Telephone _____	From  To	Position	Supervisor	Reason for leaving
Previous Employer Address _____ City/State/Zip _____ Telephone _____	From  To	Position	Supervisor	Reason for leaving

## 2-1-1 Big Bend, Inc.

Previous Employer Address _____ City/State/Zip _____ Telephone _____	From	Position	Supervisor	Reason for leaving
	To			
Previous Employer Address _____ City/State/Zip _____ Telephone _____	From	Position	Supervisor	Reason for leaving
	To			

Have you ever been terminated?  Yes  No If yes, please explain circumstances: \_\_\_\_\_

Please explain fully any gaps in your employment history: \_\_\_\_\_

### EDUCATION

	School Name/Location	Years Completed	Degree	Study or Major
Elementary				
High School				
College/University				
Graduate/Professional				
Trade/Correspondence				
Other				

### REFERENCES INCLUDING EMPLOYMENT REFERENCES DURING PAST SEVEN YEARS (No relatives)

Name	Relationship	Employer	Address	Telephone Number

This application will be considered active for a maximum of thirty (30) days. If you wish to be considered for employment after that time, you must reapply.

## 2-1-1 Big Bend, Inc.

I HEREBY CERTIFY that all of the information that I have provided in this application is true and accurate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

*It is the policy of 2-1-1 Big Bend to provide equal employment opportunities and non-discrimination practices. 2-1-1 Big Bend will advertise for, recruit, and employ qualified personnel and recruit qualified volunteers, without regard to age, race, creed, religion, color, gender, gender identity or expression, sexual orientation, national origin, disability, veteran status, marital status, or genetic information. No employee or volunteer will be subjected to discrimination in employment conditions or volunteer working practices of the Agency. The President is charged with the responsibility of ensuring the Agency's compliance with this policy.*

### **EQUAL OPPORTUNITY EMPLOYER APPLICANT'S STATEMENT**

I understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment at will at any time with or without notice or reason, and 2-1-1 Big Bend has the same right. No one other than the President of 2-1-1 Big Bend has authority to modify this relationship or make any agreement to the contrary. Any such modification or agreement must be in writing.

I understand that 2-1-1 Big Bend reserves the right to require me to submit to a drug test at any time and also reserves the right to require me to submit to an alcohol test and/or medical examination to the extent permitted by law. I further understand that 2-1-1 Big Bend may contact my previous employers and I authorize those employers to disclose to 2-1-1 Big Bend all records and other information pertinent to my employment with them. I release my previous employers from any liability as a result of their disclosure of information about me to 2-1-1 Big Bend. I also authorize 2-1-1 Big Bend to provide truthful information concerning my employment with it to my future prospective employers and I agree to hold it harmless for providing such information.

I further understand that if employed I will be on a six month introductory period, and that termination for unsatisfactory performance during that period will not result in any 2-1-1 Big Bend responsibility for unemployment benefits. I further understand that completion of the introductory period does not confer any expectation of continued employment, and that if employed, my employment will be for no definite period and "at-will."

By signing this application, I certify that all of the information that I provide on this application and in any interview will be true, complete and accurate. I understand that if I am employed and any such information is later found to be false or misleading in any respect, I will be dismissed.

I certify that I have received a written notification that 2-1-1 Big Bend may obtain a consumer report or reports on me. I authorize 2-1-1 Big Bend to obtain such a report or reports for use in connection with my application for employment and for other employment-related reasons. If hired, this authorization shall remain on file and serve as ongoing authorization for procurement of employment-related consumer reports at any time during my employment. I understand that the term "consumer report" includes, but is not limited to, credit checks, criminal background checks, Department of Motor Vehicle reports, and investigative consumer reports. I further understand that the term "investigative consumer report" means a report in which information on my character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with my neighbors, friends, or associates, or with others with whom I am acquainted or who may have knowledge concerning any such items of information.