

EMPLOYMENT APPLICATION



Williamson County
Community Coordinated
Child Care

EQUAL EMPLOYMENT OPPORTUNITY

Williamson County Community Coordinated Child Care is committed to the principles and objectives of Equal Employment Opportunity (EEO) and compliance with all applicable EEO laws and regulations. It is our policy to foster and provide a positive work environment that encourages and supports a high level of contribution from all employees. We assert our responsibility to provide equal opportunity and treatment of our employees without regard to race, color, age, gender, religion, national origin, disability, sexual orientation, genetic information, veteran or marital status. We hire, recruit, assign, advance, compensate, develop, train and retain employees on the basis of their qualifications and contributions to our business results.

PERSONAL INFORMATION

First Name	Middle Initial	Last Name	Other Name(s)
Street	City	State	Zip Code
Social Security #			
Home Telephone	Other Telephone	Email Address	
Are you eligible to work in the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Have you ever been convicted, been found guilty, given probation or deferred adjudication or prosecution in lieu of sentencing for any crime, or plead "guilty", "no contest", or "nolo contendere" to a crime? If YES, please explain, including the nature of offense(s), and the city and/or county where the offense occurred. A conviction or guilty plea will not automatically disqualify you from employment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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MILITARY SERVICE

Branch of Service	Dates of Service
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EDUCATION

School	Name of School	City & State	Degree/ or Area of Study	Graduated?
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other (e.g., GED, Trade or Vocational School, etc.)				<input type="checkbox"/> Yes <input type="checkbox"/> No

TRAINING/SKILLS

List training and special skills which would qualify you for the position you seek.

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LICENSES/CERTIFICATES

List all current and valid licenses and/or certificates you hold (e.g., Drivers, Accountant, Engineer, Nursing, etc.)

Type	Number	Expiration Date

EMPLOYMENT HISTORY

List all current and previous employment **starting with your most recent position** (including all seasonal, part-time and short-term employment and military service). Include all periods of self-employment. This section must be completed regardless of information provided on resume. Failure to list complete and accurate information may result in disqualification or termination of employment.

Job Title	Supervisor Name and Title	
Employment Dates (Month / Year) From To	Employment Status <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer Name		Employer Telephone
Employer Address	City	State and Zip Code
Salary: <input type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually Starting Ending	Reason for Leaving	
Description of Work		

EMPLOYMENT HISTORY CONTINUED

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Employment Dates (Month / Year) From To		Employment Status <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	May we contact this employer?
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AVAILABILITY FOR WORK

Available for? Full-time Part-time Temporary PRN/Relief Shift Work

Date available for work?

Do you have ownership (partial or full) in a business that may be considered a conflict of interest? Yes No

If YES, please explain:

APPLICATION SOURCE— How did you learn about this job vacancy?

- | | |
|--|---|
| <input type="checkbox"/> Career / Job Fair | <input type="checkbox"/> Williamson County Community Coordinated Child Care |
| <input type="checkbox"/> Texas WorkSource Center | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Newspaper - Name: | |
| <input type="checkbox"/> Internet Web Site - Name: | |

APPLICANT STATEMENT

I hereby certify that all information I have provided in order to apply for and secure employment with the employer is True, complete, and thorough.

I hereby authorize Williamson County Community Coordinated Child Care (or duly authorized representative) to thoroughly investigate my background, any statement made on this application, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by Williamson County Community Coordinated Child Care (or duly authorized representative) to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation and/or omission of facts regardless of when it is found, may result in rejection of this application, or if hired, termination of employment.

Should I become employed by Williamson County Community Coordinated Child Care, I understand that my Employment will be for no definite period of term, and that I will have the right to terminate my employment at any time, at my convenience, with or without cause or reason. I further understand that Williamson County Community Coordinated Child Care will have the same right. I understand that I am expected to comply with all policies, rules and procedures of the organization and agree that any handbook I receive will not constitute an employment contract, but will be a statement of the organization's policies and procedures.

By my signature, I certify that I have read, fully understand and accept all terms of the above Applicant Statement.

Applicant Name Printed

Signature of Applicant

Date