

CEN-TEX A.R.C.

Position Applying For: _____

EMPLOYMENT APPLICATION

EMPLOYEE INFORMATION

Name: _____
 Last First Middle

Telephone: _____ Alternate Telephone: _____

Address: _____

Are you able to perform the essential functions of the position with or without accommodations?

Yes No

I am legally eligible for employment in the U.S.?

Yes No

I am seeking a permanent position:

Yes No

I will be able to work _____ days after being notified I am hired.

If necessary for the job, I am able to:

Work overtime?

Yes No

Provide a Texas Driver's License?

Yes No

I am able to work the following shifts:

Any Day Evening Rotating
 Split Split Night Weekends

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or an extra sheet of paper if necessary.

Employer Name and Address:	Position Title/Duties, Skills:	Start Date:	End Date:
		Reason for Leaving:	
Pay: \$	Supervisor:	Telephone:	
Per:			
Employer Name and Address:	Position Title/Duties, Skills:	Start Date:	End Date:
		Reason for Leaving:	
Pay: \$	Supervisor:	Telephone:	
Per:			
Employer Name and Address:	Position Title/Duties, Skills:	Start Date:	End Date:
		Reason for Leaving:	
Pay: \$	Supervisor:	Telephone:	
Per:			

EDUCATION

	Institution Name	Years Completed	Field of Study	Graduate or Degree
High School				
College/University				
Business/Technical				
Additional				

MILITARY

Are you a veteran? Yes No

Duty/Specialized Training: _____

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair: _____

Professional licenses, certifications or registrations: _____

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

REFERENCES

List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Years Known

Name	Address	Telephone	Years Known

CONTACT

In case of accident or illness, please contact: Name: _____ Phone: _____
Address: _____ Relationship: _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant _____ Date _____

CEN-TEX A.R.C. STATEMENT

Cen-Tex A.R.C. does not discriminate against anyone due to race, creed, color, handicap, religion, or national origin; nor shall any person be denied employment because of age, sex, or marital status.

CEN-TEX A.R.C.

NOTICE TO PROSPECTIVE EMPLOYEES

The following information is needed for a criminal background check:

Name (include initials, maiden names, nicknames, aliases used either officially or unofficially in the past):

Date of Birth: _____ Race: _____ Eye Color: _____ Hair Color: _____ Weight: _____

Driver's License #: _____ State Issued: _____ Social Security #: _____

BACKGROUND CHECK FOR CRIMINAL CHARGES

I understand that I may be ineligible for employment with Cen-Tex A.R.C. if I have been found guilty or have received adjudication in a court of law for any criminal offense identified by the Texas Health & Safety Code, Paragraph 250.006 (as amended by the 75th Texas Legislature), or as listed in the Cen-Tex A.R.C. Policies & Procedure Manual. I understand that Cen-Tex A.R.C. must conduct a background check to determine the existence of such records and I hereby give consent for such a criminal background check.

Have you ever been charged, indicted, convicted, or received deferred adjudication by a federal, state, or local court for violation of any federal, state, county, or municipal law, regulation or ordinance? Do not include anything before your 14th birthday.

Yes No If yes, please describe the incident (use a separate sheet if necessary).

DRIVER'S LICENSE AND RECORDS CHECK

I understand that if the position for which I am applying requires me to drive a Cen-Tex A.R.C. vehicle I must have a current and valid Texas Drivers License and that my driving record must meet the requirements of the Cen-Tex A.R.C. insurance carrier in order to be eligible for employment. I understand that Cen-Tex A.R.C. must confirm the status of my driver's license and obtain a report on my driving record, and I hereby give my consent for these checks.

Signature _____ Witness _____ Date _____

CEN-TEX A.R.C.

PRE-EMPLOYMENT QUESTIONNAIRE

Many professions and/or situations, often present to be stressful or anxiety producing. The following questions are geared to gain knowledge regarding the manner in which you react and handle stressful situations.

1. Tell me about a time when you have had to overcome stress? How did you do this?

2. Tell me about a time when you had to manage multiple responsibilities. How did you do it?

There are often times, as employees, that you may be required to work together with other staff members. The following questions are geared toward your ability to work as a team player.

1. Tell me about a time that you were on a team and there was a conflict? How was it resolved? Did you play a role?

2. Have you ever been on a team when a member was not doing their part, carrying their weight? Tell me about it. What did the team do? What did you do?

The next group of questions are geared to learn some information in regards to your willingness to learn and accept critical feedback.

1. Can you give me an example of a time when you felt incompetent and what you did about it?

2. Tell me about a time that you were criticized. What was your reaction? What did you do with this information?

The final set of questions will give information as to your interest in working for our company.

1. Why do you want to work with Cen-Tex A.R.C.?

2. What has been your experience working with individuals with developmental disabilities?

3. How would you describe your ideal job?
