



Mansfield, TX 817-473-4406

## EMPLOYMENT APPLICATION

### Personal Information:

Date of Application: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

\_\_\_\_\_ If you are under 18, please give birthday: \_\_\_\_\_

Drivers Licenses Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

What days and hours are you available to work? \_\_\_\_\_

Date Available for Employment: \_\_\_\_\_ Starting Salary Expected: \_\_\_\_\_

Are you a citizen of the United States, or are you authorized to work in the United States without any restrictions?

- Yes
- No

### Education:

Have you completed high school or received a GED? YES NO

Please list all education completed including high school.

Name of School	From/To	Graduated	Field of Study
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Please list any professional licenses, certification or credentials you hold, including CPR/First Aid:

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### Employment and Experience:

Have you ever worked in child care? YES NO If yes, please list below.

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Please list your last three employers starting from the most recent.

<b>Company Name:</b>	<b>1.</b>	<b>2.</b>	<b>3.</b>
<b>Company Address:</b>			
<b>Position:</b>			
<b>Job Duties:</b>			
<b>Name and Title of your immediate supervisor:</b>			
<b>Phone number of your immediate supervisor:</b>			
<b>Dates of employment : Month and year of start and end date.</b>			
<b>Average number of hours worked per week:</b>			
<b>Reason for leaving:</b>			
<b>Starting and ending salary:</b>			
<b>All employers, including your current employer may be contacted to verify the information you provide:</b>	<b>May we contact this employer?</b> <input type="radio"/> Yes <input type="radio"/> No	<b>May we contact this employer?</b> <input type="radio"/> Yes <input type="radio"/> No	<b>May we contact this employer?</b> <input type="radio"/> Yes <input type="radio"/> No

Please list any other experiences or skills you feel relates to the position you are applying for:

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**References:**

Please include at least two professional.

Name	Relationship	Years Known	Phone Number
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Have you ever been convicted of or plead guilty to any criminal offense?	YES	NO
Have you ever been terminated from a position?	YES	NO
Have you ever been investigated for abusing or neglecting a child?	YES	NO

Please explain any "yes" answers.

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Do you have reliable transportation?	YES	NO
Are you capable of handling several tasks at once?	YES	NO

Are you related or affiliated with anyone currently or previously employed at Walnut Creek Academy?      YES      NO  
If "yes" please list the name of relative or persons who has been employed with us.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Position: \_\_\_\_\_

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY.

I certify that this information contains no willful misrepresentation or falsification and that it is true and complete to the best of my knowledge and belief.

I hereby authorize the Texas Department of Family and Protective Services and/or Walnut Creek Academy to contact the persons listed on this form.

I understand should this application, criminal background check, or reference check reveal a conviction of a crime or falsification of information, Walnut Creek Academy reserves the right to terminate further processing of this application or my employment, if hired.

I understand this employment application is not a contract of employment. I further understand that if I am hired, I will be an employee "at will" and that I may voluntarily leave employment at any time and for any reason and may be terminated by the employer at any time and for any reason.

I understand that if I am employed, I must present proper documentation of my work eligibility and identification, including verification of age and education requirements.

I understand that upon hiring, I am required to obtain an FBI fingerprint check at my initial expense (approximately \$40).

I understand that employee reviews will be completed at 90 days, 6 months, 1 year and every year thereafter.

Walnut Creek Academy provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Walnut Creek Academy complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Walnut Creek Academy expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Walnut Creek Academy's employees to perform their expected job duties is absolutely not tolerated.

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Signature

Date