### APPLICATION FOR EMPLOYMENT

# P-E-R-S-O-N-A-L I-N-F-O-R-M-A-T-I-O-N

## (The information in this section is required for the criminal history and background check which is

## required for all employees of Children’s Village by DFPS Licensing Standards)

## Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## First Name Middle Name Last Name

**Married and Maiden Names:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**First Name Middle Name Last Name**

## Other Names Used (including nicknames): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Present Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_

**County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_

**Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Cell)**

**Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Indicate any misdemeanor or felony for which you have been convicted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-M-P-L-O-Y-M-E-N-T D-E-S-I-R-E-D**

**Position Wanted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_When Available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Explain why you want this position:**

**Salary Expected:**

**E-D-U-C-A-T-I-O-N**

**Name and Location of School Years Attended**

**High School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Graduate School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other Schools/Certifications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Diploma and degrees earned and subject of specialty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Indicate membership in any professional, civic and social organizations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-M-P-L-O-Y-M-E-N-T H-I-S-T-O-R-Y**  (List in order, last or present employer first)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dates **From To** | | **Name, Address and Phone Number of Employer** | **Rate of Pay** **Start Finish** | | Supervisor’s Name **And Title** | | Reason for Leaving | |
|  |  |  |  |  |  | |  |  |  |
| Describe in detail the work you did. | | | | | |  | | |
|  | | | | | |  | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dates **From To** | | **Name, Address, and Phone Number of Employer** | **Rate of Pay** **Start Finish** | | Supervisor’s Name **And Title** | | Reason for Leaving | |
|  |  |  |  |  |  | |  |  |  |
| Describe in detail the work you did. | | | | | |  | | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dates **From To** | | **Name, Address, and Phone Number of Employer** | **Rate of Pay** **Start Finish** | | Supervisor’s Name **And Title** | | Reason for Leaving | |
|  |  |  |  |  |  | |  |  |  |
| Describe in detail the work you did. | | | | | |  | | |
|  | | | | | |  | | |

May we contact the employers listed above? \_\_\_\_\_ If not, indicate which one(s) you do not wish us to contact.

**R-E-F-E-R-E-N-C-E-S**

**Please provide three references (one work and two personal) who are not relatives. Please include mailing address.**

**1.** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A-D-D-I-T-I-O-N-A-L I-N-F-O-R-M-A-T-I-O-N**

Assistant Cottage Parent positions require that you be able to be insured on the Children’s Village auto insurance policy and have a valid Texas Driver’s License. As part of the application you will be asked to obtain a copy of your personal Motor Vehicle Report (MVP) at the TDPS offices for Children’s Village. Do not fill out this section if not applying for a Family Teacher position.

**Driver’s License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State where issued: \_\_\_\_\_\_\_\_\_\_\_\_**

How many moving traffic violations/ traffic tickets have you had during the past three years? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE READ CAREFULLY**

**APPLICANT’S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.\*

Signature of Applicant Date

\*NOTE: The Provisions of the Fair Credit Reporting Act may be applicable if a credit report on the applicant is obtained and considered.

**DO NOT WRITE BELOW THIS LINE**

**CLOSED RECORDS:**

**Date and Reason for Separation:**

**Forwarding Address:**

EMPLOYMENT APPLICATION INFORMAL CONSENT AGREEMENT

**CONVICTION RECORD:** Have you within the past 10 years been convicted of any felony classified as an offense against person or family, public indecency, any statute intended to control the possession or distribution of a controlled substance, as covered by the Texas Controlled Substance Act, or of any misdemeanor offense against person, family or public indecency?

( ) YES ( ) NO If yes, explain on back of this page.

Are you currently under indictment for or charged with any of the above offenses?

( ) YES ( ) NO If yes, explain on back of this page.

**CRIMINAL BACKGROUND CHECK:** I further understand that under Texas Law, which became effective September 1, 1985 that employment in child care involves a background check for criminal history and for child abuse/neglect reports. By my signature below, I hereby consent to a records search for such information by the Texas Department of Family & Protective Services and their sharing of findings with Children’s Village.

**DRIVING RECORD:** In order to be listed on the Children’s Village “Drivers Insurance Policy” you must provide a copy of your driving record. This can be obtained at the Texas Department of Public Safety. You must submit a copy of this prior to an offer of employment at Children’s Village. You will also need to include a current copy of your auto insurance and a copy of your Texas Drivers License.

**MENTAL AND PHYSICAL HEALTH:** My signature below indicates that I am in good physical and emotional health. I am stating that I have no physical or emotional health conditions, either pre-existing or current that might now, or in the future, restrict my ability to operate a motor vehicle, impair alertness or logical problem analysis or judgment, prevent locomotion necessary for meeting safety and health of our children, or have a communicable or contagious disease.

**REPORTING SUSPECTED ABUSE:** By my signature below, I also show I am aware that any instance of suspected child abuse or neglect must be reported immediately to the Campus Director of Children’s Village and the Texas Department of Family & Protective Services. I understand that failure to report is a violation of the law for which there are legal penalties if convicted. I also understand that engaging in abusive, neglectful of serious negligent behavior or failing to report such behavior by others caring for children at Children’s Village will result in my being terminated as an employee.

**CONFIDENTIALITY:** I also understand that if selected as an employee of Children’s Village that any and all information regarding individual children, is confidential and may not be shared with anyone other than Children’s Village personnel. Any violation of client rights to confidentiality will result in termination of employment at Children’s Village.

**PRIOR ADDRESSES:** Please provide the following information about all other places you have resided in Texas, and any other state, beginning with your present address. All periods of time must be accounted for, and all multiple residences must be listed. Attach another sheet if necessary.

**FROM – TO (Mo./Yr.) STREET ADDRESS/CITY STATE /ZIP**

I hereby certify that the foregoing statements as well as those on any attachment(s) to this form, are to the best of my knowledge, true and correct and that they are all given of my own free will. I agree that any misstatement(s) or omission(s) as the material facts will constitute ground for non-selection or termination as an employee.

Signature Date Social Security Number

\_\_\_\_\_\_\_\_ \_\_

Date of Birth Place of Birth (City/State) County

**BEHAVIORAL VIGNETTES**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cottage Parents are asked to use every opportunity for a teaching interaction. We would like to have your reactions to a few probable situations. There are NO right or wrong answers to these situations, but it is a way for us to get to know you better during the interview process. On the lines below each vignette, please briefly describe what your actions would be in response to the situation.

1. You’re a Cottage Parent in a group home. You ask a five year old to pick up his toys. He says OK and leaves the

room to begin picking up his toys. He returns 5 minutes later to tell you he is finished. You look in the playroom and

notice that he put all the toys in a pile in the middle of the room. How would you proceed?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Your director has dropped in to visit you. While he is there your three year old throws a temper tantrum. Your

supervisor offers some very specific suggestions to you on how you might remedy this problem. What is your reaction

to the director coming into you own home and making suggestions about problems in your home?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Sam doesn’t like what we are having for supper and he throws his plate on the floor. He is four years old and states

that he doesn’t want to eat that food and wants a peanut butter sandwich. What would you say to him?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Your director called and is bringing a BOD member by for a tour of your home. You are in the process of making

lunch and one of the babies has a dirty diaper, the playroom is a mess, two of the children are not dressed, the children’s

beds are not made, there is laundry on the dining room table, and the children are watching Barney. How would you

prioritize these items to make your home and children presentable for a visit?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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