

Assistant Application

Thank you for your interest in joining our team! We look forward to learning about you!

Please answer all questions completely and clearly, following all instructions. If an item is not applicable, enter "NA." Resumes will be accepted for additional information but not in place of an application. Sign the completed application. <u>Please print neatly or type</u>.

	Personal II	nformation		
oday's Date:				
st Name	First Na	me		Middle Initial
reet Address	City		State	Zip Code
 none Number	 E-Mail <i>i</i>	Address		
Driver's License Numbe	er State	Soc	ial Security N	 lumber
	rs of age? Yes Note to work in the United States? The US will be required upon employme	☐ Yes ☐ No		
	Relatives a	nd Friends		
Do you have any relative	ves or friends that are currently pa	rt of the Amarillo Childre	n's Home Team	? ☐ Yes ☐ No
Name	Relationship	Name	Rel	ationship
	Educ	ation		
EDUCATION: Did you gra College-University-Trade Business-Correspondence	Granted Major Areas	No If No, do you have a GE s of Study Seme	ED? Tes Noter Hours	o Type of Degree
	Foreign I	.anguage		
Please list any language	es other than English that you spea			
. ,	•			

Branch of Service	Dates of Service	Military Service Type of Discharge	Are you in the Active Reserv
branch of Service	Dates of Service	Type of Discharge	Are you in the Active Reser
		onal Skills or Training	
Please list any skills, abili team at Amarillo Childrei		ng which you possess and feel	would benefit you being a part of th
	Employment Eyns	vriance (Regin with Most	Pacant)
	Employment Expe	erience (Begin with Most	Recent)
From:	To: Jo	bb Title:	Salary:
Employer:	Ao	ddress:	
Description of work:			
Immediate supervisor:		Phone	e#
Reason for leaving:			
******	******	*******	*********
From:	To: Jo	bb Title:	Salary:
Employer:	A	ddress:	
Description of work:			
Immediate supervisor:		Phone	e#
Reason for leaving:			

From:	To: Jo	bb Title:	Salary:
Employer:	Ao	ddress:	
Description of work:			
Immediate supervisor:		Phone	e#
Reason for leaving:			

			Salary:
Employer:	Ao	ddress:	
Description of work:			
Immediate supervisor:		Phone	e#
Reason for leaving:			

Personal References

Please list people who have close knowledge of your character, experience and abilities. Only list those who have known you for at least one year. Do not include relatives.

Name	Address	Phone Number	How long have you known them?

	ed to be part of the team at Amarillo Children's Home?	☐ Yes ☐ No
If yes, when?	and for what position?	
	ave you been arrested, charged with, convicted of or plead and solutions? If so, please explain below:	guilty to a violation of the law
actual or attempted sex	arged with, arrested, convicted of or plead guilty to chi kual molestation of a minor?	
Driving Record. Have you	u had any moving violations or accidents within the last threed and the number of accidents.	e years? If so, please list the
number of tickets received		

Statement of Purpose
Please share with us some of the reasons you are looking to become a member of the team at Amarillo Children's Home and what you feel makes you a unique candidate.
Applicant's Statement
I certify that answers given herein are true and complete to the best of my knowledge.
I authorize the investigation of all information contained in this application for employment as may be necessary in arriving at an employment decision. I understand that all job and personal references will be checked, and I authorize (unless I have specifically noted otherwise on the application) the release of information by my current and past employers and personal references without liability to any person or company releasing such information.
I understand that a criminal background check will be conducted as part of my pre-employment qualification and that information obtained from background checks will be a factor in the hiring decision. I understand and acknowledge that, in order to be hired, I must pass a drug screening test and must be found to be free of tuberculosis as a condition of my employment. I further acknowledge that I will comply with any additional pre-employment screenings or testing that may be necessary for AMARILLO CHILDREN'S HOME to conduct in order to comply with regulatory or internal guidelines.
I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.
If this application is submitted electronically, I affirm that typing in my name constitutes in all respects my valid and binding signature.
Signature of applicant Date
We are an Equal Opportunity Employer: We do not discriminate in regards to race, color, creed, gender, national origin, age.

disability, marital or veteran status, or any other legally protected status.

E-Verify Notice: Amarillo Children's Home participates in E-Verify and provides the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9, *Employment Eligibility Verification*, to confirm work authorization. Information is submitted through E-Verify after an offer of employment is made and accepted, and the E-Verify process is never used to pre-screen or discriminate against applicants. For more information on E-Verify, you may contact DHS at 888-897-7787 or www.dhs.gov/E-Verify.