

Eastland County Crisis Center, Inc.

Employment Application, p. 1 of 4

**Crime Victim Assistance Center and/or
Eastland County Children's Advocacy Center
P.O. Box 1010, Eastland, TX 76448
Phone 254-629-3223 or 254-629-8229**

The Crime Victim Assistance Center is an **EQUAL OPPORTUNITY EMPLOYER** and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: _____ Date: _____

Position(s) applied for: _____

Mailing Address: _____

Physical Address (if different): _____

e-mail: _____

Telephone # _____ work # _____

May we contact you at work? _____ Yes _____ No

Are you bilingual? _____ Yes _____ No

If yes, describe what language and level of proficiency in reading, writing, and/or speaking, or any other information regarding your skills: _____

Date you will be available to start work: _____

Minimum salary requirement: _____

Are you able to meet the attendance requirements? _____ Yes _____ No
(8 hours/day M – F, and some after-hours on-call duties, community events, and trainings)

Can you travel if required by this position? _____ Yes _____ No

Have you ever been previously employed by our organization? _____ Yes _____ No

Can you submit proof of legal employment authorization and identity? _____ Yes _____ No

Are you at least 21 years of age? _____ Yes _____ No

Have you been a subject of a DFPS (CPS/APS) Investigation? _____ Yes _____ No
(If yes, be prepared to explain if called as the nature of this position involves working with victims of family violence, sexual assault and/or child abuse; an investigation will not automatically bar employment.)

Have you ever been convicted of a misdemeanor or felony? _____ Yes _____ No
(If yes, be prepared to explain if called; a conviction will not automatically bar employment.)

How were you referred to us? _____

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Employment History

Please provide all employment information for your past four employers, starting with the most recent.

Employer : _____ **Position held:** _____

Address: _____ City: _____ ST: _____ Zip: _____

Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

May we contact this employer? _____ Yes _____ No (please explain) _____

Employer : _____ **Position held:** _____

Address: _____ City: _____ ST: _____ Zip: _____

Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

May we contact this employer? _____ Yes _____ No (please explain) _____

Employer : _____ **Position held:** _____

Address: _____ City: _____ ST: _____ Zip: _____

Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

May we contact this employer? _____ Yes _____ No (please explain) _____

Employer : _____ **Position held:** _____

Address: _____ City: _____ ST: _____ Zip: _____

Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary : _____

Job summary: _____

Reason for leaving: _____

May we contact this employer? _____ Yes _____ No (please explain) _____

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Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Typing Speed: _____ WPM 10-key touch capability? _____

Computer Experience: (Please include details of software and versions)

Do you have any professional or volunteer training that you feel would assist with this program?

Education

List names and location, credits/hours awarded, course of study, and any degrees earned:
Official transcripts may be included but are not required; they may be requested at a later date.

High school: _____

Technical Training: _____

College/University: _____

Other: _____

References

List three individuals from whom you grant us permission to obtain information about your work skills, ethics, and/or work related experience. Supervisors, coworkers, and/or educators are preferred; friends/family may be included only if you have worked with them in an employment capacity. Additionally, 2-3 letters of reference may be attached but are not required.

Name	Occupation	Daytime Phone Number(s)	Years known:
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