

# Texarkana Baptist Children's Home

P O Box 611 Texarkana AR 75504-0611

870-774-8214

## Application for Employment

Position(s) Applied for: \_\_\_\_\_ Date \_\_\_\_\_

How did you learn about us?     Advertisement     Friend     Walk-In  
    Employment Agency     Relative  
    Other \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

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

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

If you are under 18 years of age, can you provide proof of your eligibility to work? \_\_\_\_\_

Have you ever been employed with us before? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ May we contact your present employer? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? \_\_\_\_\_ Proof of citizenship or immigration status will be required upon employment.

On what date would you be available to work? \_\_\_\_\_

Are you available to work: Full Time \_\_\_\_\_ Shift Work \_\_\_\_\_ Temporary \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall? \_\_\_\_\_

Do you have dependable means of transportation? \_\_\_\_\_

Have you been convicted of a felony within the last 7 years? \_\_\_\_\_

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain \_\_\_\_\_

## Education

	Name & Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (specify)				

## Additional Information

State any additional information you feel may be helpful to us in considering your application. Summarize special job related skills & qualifications from employment or other experience (such as cooking, carpentry, farming, etc.).

---

---

---

**Note to applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? \_\_\_\_\_

## Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origins, disabilities or other protected status.

1. Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

---

2. Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

---

3. Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## Personal References

1. \_\_\_\_\_ (Name) \_\_\_\_\_ (Phone #)

\_\_\_\_\_  
(Address)

---

2. \_\_\_\_\_ (Name) \_\_\_\_\_ (Phone #)

\_\_\_\_\_  
(Address)

---

3. \_\_\_\_\_ (Name) \_\_\_\_\_ (Phone #)

\_\_\_\_\_  
(Address)

---

## Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

**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 a 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.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Texarkana Baptist Children's Home PO Box 611, Texarkana, AR 75504 870-774-8214