



# Communities In Schools Application for Employment

<b>CENTRAL OFFICE USE ONLY</b>
Date received _____
Time received _____
Received by _____

**PRINT IN BLACK/BLUE INK OR TYPE.** These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." Do not leave questions blank. Be sure to sign when completed. Communities In Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but each copy must be signed. Resumes will not be accepted in lieu of applications. Failure to complete all sections may disqualify you from consideration for employment.

**NAME** \_\_\_\_\_ **Daytime Phone** \_\_\_\_\_  
 (Last) (First) (Middle)

**MAILING ADDRESS** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**Position(s) Applied For:** Case Manager Site Coordinator Clerical Other

**Age Group Preference: (Indicate 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice)** \_\_\_\_\_ Elementary \_\_\_\_\_ Middle \_\_\_\_\_ High

**Geographic Preference (circle all that apply):** Killeen Temple Belton Cove Florence Salado Cameron

How did you first learn about this job? \_\_\_\_\_

Have you ever been employed by Communities In Schools? If so, when: \_\_\_\_\_

Have you ever applied for a position with CIS? If so, when: \_\_\_\_\_

Have you ever completed an internship with Communities In Schools? If so, when: \_\_\_\_\_

Have you ever been convicted of a felony charge or subjected to deferred adjudication on a felony charge? Yes No

If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s).

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

Have you ever had a problem with drugs or alcohol? \_\_\_\_\_ Yes \_\_\_\_\_ No If your answer is "Yes," explain:

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

Do you object to CIS checking with appropriate public authorities (e.g. police, courts, and the Texas Department of Public Safety) for matters of public record regarding your background and history? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been charged with driving while intoxicated? \_\_\_\_\_ Yes \_\_\_\_\_ No If your answer is "Yes," explain:

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

Is there any additional information we should be aware of that if discovered while you were employed with Communities In Schools would reflect discredit upon the program? If yes, describe.

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

**I. CURRENT EMPLOYMENT** May we contact this employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Occupation)	(Current Employer)		
(Street Address)	(City)	(State)	(Zip)
(Supervisor's Name)	(Phone Number)	(Length of Employment)	

**II. EMPLOYMENT HISTORY** Begin with your current or last position and work back to your first. If you need additional space, you may attach a typed employment history to this application.

<b>Employer</b>	<b>Date</b>		<b>Job Duties</b>
	<b>From</b>	<b>To</b>	
<b>Address</b>	<b>Hourly Rate/Salary</b>		
	<b>Starting</b>	<b>Final</b>	
<b>Telephone Number(s)</b>			
<b>Job Title</b>	<b>Supervisor</b>		
<b>Reason for Leaving</b>			

<b>Employer</b>	<b>Date</b>		<b>Job Duties</b>
	<b>From</b>	<b>To</b>	
<b>Address</b>	<b>Hourly Rate/Salary</b>		
	<b>Starting</b>	<b>Final</b>	
<b>Telephone Number(s)</b>			
<b>Job Title</b>	<b>Supervisor</b>		
<b>Reason for Leaving</b>			

<b>Employer</b>	<b>Date</b>		<b>Job Duties</b>
	<b>From</b>	<b>To</b>	
<b>Address</b>	<b>Hourly Rate/Salary</b>		
	<b>Starting</b>	<b>Final</b>	
<b>Telephone Number(s)</b>			
<b>Job Title</b>	<b>Supervisor</b>		
<b>Reason for Leaving</b>			

<b>Employer</b>	<b>Date</b>		<b>Job Duties</b>
	<b>From</b>	<b>To</b>	
<b>Address</b>	<b>Hourly Rate/Salary</b>		
	<b>Starting</b>	<b>Final</b>	
<b>Telephone Number(s)</b>			
<b>Job Title</b>	<b>Supervisor</b>		
<b>Reason for Leaving</b>			

Why do you want to become a member of the Communities In Schools program?

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## Applicant's Acknowledgement

I certify that the information given herein is true and complete to the best of my knowledge. I authorize Communities In Schools to investigate any information, including my employment history, educational background, references and record of criminal convictions that it believes is relevant to my employment application. My former employers, educational institutions, and personal references may provide information that they may have about me in response to inquiry from Communities In Schools. I understand that an offer of employment by Communities In Schools is contingent upon obtaining reference information learned through the reference checks provided as well as upon the successful completion of a drug test and a criminal history check. I understand that false information, omissions, or misleading information or misrepresentations given in my application or during the interview process may result in disqualification for employment.

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Applicant's Signature

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Date

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Printed Name

Communities In Schools of Greater Central Texas, Inc. abides by a Drug-Free Workplace policy.

***\*Attach a copy of all transcripts and a current resume to this application\****