



## EMPLOYMENT APPLICATION

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Austin, TX 78758

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[careers@settlementhome.org](mailto:careers@settlementhome.org)

**BEFORE COMPLETING THIS EMPLOYMENT APPLICATION,  
PLEASE READ THE FOLLOWING REQUIREMENTS:**

- ◆ You must have a valid Driver's License with no more than 3 tickets in the past 3 years and no past history of DWI or DUI.
- ◆ You must be at least 21 years of age.
- ◆ You must have liability insurance on your personal vehicle to park your vehicle on campus.

**The following information is required in order for the Texas Department of Family and Protective Services to run Criminal History and Central Registry Checks. This information will be separated from your application for employment and will not be used in hiring decisions.**

FIRST NAME			MIDDLE NAME			LAST NAME				
OTHER NAMES USED (married, maiden, etc.) First Name			Middle Name			Last Name				
STREET ADDRESS			CITY			COUNTY		STATE	ZIP CODE	
TELEPHONE NO. (A/C)	DATE OF BIRTH	AGE	SEX <input type="checkbox"/> F <input type="checkbox"/> M		SOCIAL SECURITY NO.					
LIST ALL OTHER CITIES IN TEXAS WHERE THERE HAS BEEN RESIDENCY:										
LIST ALL ADDRESSES OUT OF STATE or OUT OF COUNTRY FOR THE PAST FIVE (5) YEARS:										
DRIVERS LICENSE NO.	STATE	EXPIRES	RACE <input type="checkbox"/> White <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaskan Native				ETHNICITY (must accompany race) <input type="checkbox"/> Hispanic <input type="checkbox"/> Other			

The Settlement Home Non-Discrimination Policy: The Settlement Home complies with the federal Civil Rights Act of 1964. People who are eligible to participate in the program of the Settlement Home are not discriminated against because of race, color, national origin, sex, age, disability, religion or political belief. Anyone who believes they have been discriminated against should write immediately to: HHSC Civil Rights Office, 701 W 51<sup>st</sup> St., Mail Code W206, Austin, TX 78751; Toll Free: (888) 388-6332; Austin: (512) 438-4313; TTY Toll Free: (877) 432-7232; Fax: (512) 438-5885.

REQUIRED BY THE TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

AFFIDAVIT FOR APPLICANTS FOR EMPLOYMENT WITH A CHILD-CARE FACILITY OR REGISTERED FAMILY HOME

An applicant for employment with a licensed child-care facility, residential or day-care, or registered family home whose employment or potential employment with the facility or registered family home involves the opportunity for or the direct interaction with children must execute and submit the following affidavit with the application for employment.

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

I swear or affirm under penalty of perjury that I do not now and I have not at any time, either as an adult or as a juvenile:

- 1. Been convicted of
2. Pleaded guilty to (whether or not resulting in a conviction)
3. Pleaded nolo contendere or no contest to
4. Admitted
5. Had any judgment or order rendered against me (whether by default or otherwise)
6. Entered into any settlement of an action or claim of
7. Had any license, certification, employment, or volunteer position suspended, revoked, terminated, or adversely affected because of
8. Been diagnosed as having or have been treated for any mental or emotional condition arising from
9. Resigned under threat of termination of employment or volunteerism for
10. Had a report of child abuse or neglect made and substantiated against me for, or
11. Have any pending criminal charges against me in this or any other jurisdiction for

Any conduct, matter, or thing (irrespective of formal name thereof) constituting or involving (whether under criminal or civil law of any jurisdiction):

- 1. Any felony
2. Rape or other sexual assault
3. Physical, sexual, emotional abuse and/or neglect of a minor
4. Incest
5. Exploitation, including sexual, of a minor
6. Sexual misconduct with a minor
7. Molestation of a child
8. Lewdness or indecent exposure
9. Lewd and lascivious behavior
10. Obscene or pornographic literature, photographs, or videos
11. Assault, battery, or any violent offense involving a minor
12. Endangerment of a child
13. Any misdemeanor or other offense classification involving a minor or to which a minor was a witness
14. Unfitness as a parent or custodian
15. Removing children from a state or concealing children in violation of a court order
16. Restrictions or limitations on contact or visitation with children or minors
17. Any type of child abduction, or
18. Similar or related conduct, matters, or things.

Except the following (list all incidents, locations, description, and date) (if none, write NONE)

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

The failure or refusal of the applicant to sign or provide the affidavit constitutes good cause for refusal to hire the applicant.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_.

Signature of notary officer: \_\_\_\_\_
(seal, if any, of notarial officer)

## THE SETTLEMENT HOME APPLICATION FOR EMPLOYMENT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Phone Number: (\_\_\_\_) \_\_\_\_\_ Other Number: (\_\_\_\_) \_\_\_\_\_

Current Address: \_\_\_\_\_ How Long: \_\_\_\_\_  
Street City State Zip

Previous Address: \_\_\_\_\_ How Long: \_\_\_\_\_  
Street City State Zip

How did you learn of the position opening? \_\_\_\_\_

Have you worked here before? \_\_\_\_\_ If so, list dates and positions held \_\_\_\_\_

Are you a U. S. Citizen or otherwise authorized to work in the U. S. on an unrestricted basis? \_\_\_\_\_

Have you had a TB test in last 12 months? \_\_\_\_\_ Date: \_\_\_\_\_

Our insurance company will check your driving record. What offenses during the past 5 years will be shown?  
 \_\_\_\_\_

Do you have automobile liability insurance? \_\_\_\_\_

Have you been convicted within the past **10** years of any felony or misdemeanor classified as an offense against the person or family, or of public indecency, or violation of the Texas Controlled Substances Act?  
 \_\_\_\_\_

Texas Law requires us to request from the state a criminal history check (DPS, DFPS & *FBI if applicable*) on all persons who work on campus regularly. Will this create any problem for you? \_\_\_\_\_

### **Formal Education:**

School Name and Location	Major	Year Graduated	Degree
<u>High School</u>			
<u>College(s)</u>			
<u>Graduate School</u>			

Are you certified in First Aid? \_\_\_\_\_ Exp date? \_\_\_\_\_ Life Saving \_\_\_\_\_ Exp date? \_\_\_\_\_ CPR? \_\_\_\_\_ Exp Date? \_\_\_\_\_  
 Special Training: \_\_\_\_\_

Extra Curricular Activities in High School or College: \_\_\_\_\_

**Employment History:** We must check references as part of our application process.  
 Please list most recent first and provide phone numbers.

Employer	Address (street, city, state, zip)	Phone	Supervisor	Your Position	Dates of Employment	Reason for Leaving

Is there any employer you wish us not to contact? \_\_\_\_\_

**Personal References:**

Name	Address (street, city, state, zip)	Phone	How Long
1.			
2.			

IN CASE OF EMERGENCY NOTIFY: \_\_\_\_\_

Address (include zip): \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

What do you see as the difference between punishment and discipline? \_\_\_\_\_

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How are emotionally disturbed children and youth different from others? \_\_\_\_\_

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What are three or four crucial aspects of a program for emotionally disturbed children and adolescents?

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**APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements may result in dismissal. I authorize The Settlement Home to make an investigation of any facts set forth in this application.

I understand that employment at The Settlement Home is "at will", which means that either I or the Home can terminate the employment relationship at anytime, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, other than the Executive Director, has any authority to alter the foregoing.

In connection with my application for employment (including contract for services) with you, I understand that consumer reports, which may contain public record information, may be requested. These reports may include the following type of information: names and dates of previous employers, reason for termination of employment, work experience, accidents, etc. I further understand that such reports may contain public record information concerning my driving record, workers' compensation claims, credit, bankruptcy proceedings, criminal records, etc. from federal, state and other agencies which maintain such records; as well as information concerning previous driving record requests made by others from such state agencies, and state provided driving records.

I authorize, without reservation, any party or agency contacted to furnish the above mentioned information.

I have the right to request the nature and substance of all information in file on me, including the sources of information; and the recipients of any report on me. I hereby consent to your obtaining the above information.

I hereby authorize procurement of consumer report(s). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Copy of Driver's License attached

\_\_\_\_\_ Copy of Social Security Card attached