

For HR use only:

Received by: _____

Date: _____

Application for Employment
The Freeman Center
2509 Washington Avenue
Waco, Texas 76701
www.freemancenter.org

**INCOMPLETE
APPLICATION
WILL NOT BE
ACCEPTED**

Phone - 254.753.8251

Fax- 254.753.5881

Position desired:

Date of application:

Personal Information

Name	Last	First	Middle
Telephone Home:	Cell:		
Home address:			
Street		City	State & Zip
Do you have any relatives who work for the Center? Yes or No			
If yes, who and where do they work?		Relationship to employee:	
Can you legally work in the United States? yes no Work permit number (if applicable):			
If you are bilingual, what languages do you speak, read or write?			
Have you ever been convicted, indicted, charged with a misdemeanor or felony? yes no If yes, explain:			

Emergency Notification

Name	Address & City	Phone Number(s)
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Availability & Schedule

Circle time(s) willing to work:	Days	Evenings	Nights			
Circle days of week you will not be available to work:						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
Are you seeking?	Full time	Part time	Hours per week available:			
If offered employment, when can you start?						
Have you ever filed an application with The Freeman Center before?				yes	no	
If yes, when						
Have you ever been employed with The Freeman Center before?				yes	no	
If yes, from				to		
Is there any reason why you cannot be bonded?				yes	no	
What are your salary preferences?						
Can your future vacations be arranged at office convenience?				yes	no	

Education & Certifications

<i>School Name / Location</i>	<i>Dates attended</i>	<i>Degree / Certificate</i>	<i>Year graduated</i>
High School / G.E.D.		Grade completed 9 10 11 12	
Undergraduate College			
Graduate Professional			
Other (Specify)			

Describe any specialized training,...experiences, skills and/or extra curricular activities	
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Military Service: yes no	Last rank:	Military service dates:	From To
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Certificates or Licenses

(include dates earned, and circle those current)			
CADAC/LCDC	ACSW	LPC	Other
<i>List professional, trade, business or civic activities and offices held.</i>			
1.			
2.			
3.			

Reference Information

<i>Give name and telephone number of three references who are not related to you and are not previous employers.</i>	
Name	Phone (AC)
1.	
2.	
3.	

Employment History

<i>List present or most recent position first; fill out in detail. Please cover last 10 years of employment. Resume may not be substituted for earlier employment history; but may be included with application.</i>		
<u>Employer</u>	<u>Dates Employed</u>	<u>Work Performed</u>
	From	
<u>Address</u>	To	
<u>Job Title</u>	<u>Supervisor Name, Title and Contact Information</u>	
Hourly Rate/Salary	Starting	Final
Reason for Leaving		

<u>Employer</u>	<u>Dates Employed</u>	<u>Work Performed</u>
	From	
<u>Address</u>	To	
<u>Job Title</u>	<u>Supervisor Name, Title and Contact Information</u>	
Hourly Rate/Salary	Starting	Final
Reason for Leaving		

<u>Employer</u>	<u>Dates Employed</u>	<u>Work Performed</u>
	<u>From</u>	
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Hourly Rate/Salary	Starting	Final
Reason for Leaving		

Applicants Acknowledgment

Authorization To Investigate Statements; False Statements

I authorize The Freeman Center to investigate all statements in this Application for Employment and to secure any necessary information from all my employers, references and academic institutions. I HEREBY RELEASE ALL OF THOSE EMPLOYERS, REFERENCES, ACADEMIC INSTITUTIONS, AND THE FREEMAN CENTER FROM ANY LIABILITY ARISING FROM THEIR GIVING OR RECEIVING INFORMATION ABOUT MY EMPLOYMENT, ACADEMIC CREDENTIALS, QUALIFICATIONS AND/OR SUITABILITY FOR EMPLOYMENT WITH THE FREEMAN CENTER. I understand that any offer of employment is contingent upon a satisfactory evaluation of my employment history and references.

I understand that any false misleading statements contained in this Application for Employment, or otherwise made by me to The Freeman Center, will be sufficient cause for rejection of my application or for immediate dismissal if The Freeman Center has employed me.

Notification to Job Applicants of Drug Screening

It is the policy of The Freeman Center to maintain a safe, healthy and productive work environment for all its employees, to provide services of the highest quality to its clients, and to maintain the integrity and security of its facilities and property.

To help achieve these goals, The Freeman Center requires that every newly hired employee be free of alcohol and drug abuse. Offers of employment may be conditioned on the candidate taking and passing a drug screening test for the presence of illegal substances. Further, if hired, you will be subject to testing in accordance with The Freeman Center's drug and alcohol policy, a copy of which is available upon request.

Any applicant who fails to pass a pre-employment screening test will generally be rejected for employment and be ineligible for employment consideration for a period of 12 months. At the end of that period if a new application is submitted, the applicant will be subject to any testing policy The Freeman Center may have.

Company Policies; No Contract; At-Will Employment

In the event of my employment with The Freeman Center, I will comply with all rules, regulations and policies of The Freeman Center.

I understand that nothing in this Application for Employment, in The Freeman Center's policy statements, personnel guidelines (whether in a policy manual or elsewhere and whether written or oral), or in my communications with any company employee is intended to create an employment contract between The Freeman Center and me. I further understand that The Freeman Center has and reserves the right to modify its policies at any time, with or without giving me any notice of such changes. No promises regarding employment have been made to me, and I understand that if any such promise or guarantee is or has been made, it is not binding upon The Freeman Center unless it is made in writing and signed by an officer of the company.

I UNDERSTAND THAT IF AN EMPLOYMENT RELATIONSHIP IS ESTABLISHED, IT IS AN "AT-WILL" RELATIONSHIP; MEANING THAT I HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME FOR ANY REASON, AND THE FREEMAN CENTER ALSO HAS THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME FOR ANY REASON.

I hereby acknowledge that I have read and fully understand all of the above statements. I understand that this Application for Employment is valid only for ninety (90) days from the date of my signing, at the conclusion of which time if I have not heard from The Freeman Center and still wish to be considered for employment, it will be necessary for me to complete and submit a new application.

Applicant's signature

Date

APPLICANT EEO DATA FORM

The Freeman Center does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment.

The information requested is required for conducting criminal history background checks, as well as for Equal Employment Opportunity purposes. This form will be separated from the application, and this information will not be considered for employment decisions. THIS INFORMATION WILL NOT BE USED IN THE EMPLOYMENT PROCESS.

Applicant Name _____ Today's date _____
(Last) (First) (Middle Initial)

Social Security Number: _____ Driver's License: _____ ST: _____

Title of position applied for _____
(BE SPECIFIC)

☐ Full-time ☐ Part-time ☐ Practicum ☐ PRN ☐ Intern ☐ Volunteer

Check one:	Check highest level of education you have completed:	Check one:
<input type="checkbox"/> Male	<input type="checkbox"/> less than High School	<input type="checkbox"/> White
<input type="checkbox"/> Female	<input type="checkbox"/> high school graduate or GED	<input type="checkbox"/> Black or African American
	<input type="checkbox"/> Associate's Degree	<input type="checkbox"/> Hispanic
Birth Date:	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Asian
____/____/____	<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Native Hawaiian or Pacific Islander
Month/ date/ year	<input type="checkbox"/> Doctoral Degree	<input type="checkbox"/> American Indian or Alaskan Native
	<input type="checkbox"/> State of Texas CI Letter	<input type="checkbox"/> other
	<input type="checkbox"/> State of Texas LCDC	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

How did you find out about this job?

<input type="checkbox"/> Waco Tribune Herald	<input type="checkbox"/> College/University
<input type="checkbox"/> American Classified	<input type="checkbox"/> Job Fair
<input type="checkbox"/> KWTX.com	<input type="checkbox"/> Human Resources /Personnel Office
<input type="checkbox"/> Texas Workforce Commission	<input type="checkbox"/>
<input type="checkbox"/> Freeman Center employee _____	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Thank you for taking the time to complete this information. This form will be separate from your application before it is sent to the Hiring Manager/Supervisor.

X _____
Signature of Applicant Date