



# EASTER SEALS CENTRAL TEXAS

## EMPLOYMENT APPLICATION

Administration  
8505 Cross Park Drive  
Austin, Texas 78754  
Phone: 512-478-2581

Vaughn House  
1701 Evergreen Avenue  
Austin, TX 78704  
Phone: 512-444-6081

**Workforce Centers:**  
315 East St. Elmo  
Austin, Texas 78745  
Phone: 512-440-7819  
Fax: 512-441-6632

*Easter Seals Central Texas is an Equal Opportunity Employer and considers all applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, mental or physical disability, status as a veteran or any other protected class, in accordance with federal, state and local laws.*

1770 Redwood Road  
San Marcos, TX  
78666  
Phone: 512-392-5062  
Fax: 512-392-5056

Please Print using Blue or Black Ink

Name				Date of Application				
Address		Street		City		State	Zip	Phone
Permanent Address if different from above							Alternate Phone	
Position Applying for:							Available Date	

Expected Salary \$ \_\_\_\_\_  Full Time  Part Time  Seasonal

If required, are you willing to work hours other than 8:00 a.m. to 5:00 p.m. Monday through Friday?  Yes  No

Are you over the age of 18  Yes  No If under the age of 18, can you furnish a work permit?  Yes  No

Do you have the legal right to work and remain in the United States?  Yes  No

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, Easter Seals—Central Texas will verify the status of every individual offered employment. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for all applicants to submit such documents as are required by law to verify your identification and employment authorization.

Have you ever been employed by Easter Seals before?  Yes  No If yes, when? \_\_\_\_\_ to \_\_\_\_\_

How did you hear of this position? \_\_\_\_\_

Do you have a friend or relative working for Easter Seals?  Yes  No If so, who and where? \_\_\_\_\_

Have you ever been convicted of a crime (excluding minor traffic violations)?  Yes  No If yes, please explain below:

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A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

## RECORD OF EDUCATION

Establishment	Name and Address of Establishment	Course of Study	Year Began	Number of Years Completed	Did You Graduate?	Diploma or Degree
High School						
College						
Graduate						
Other						

## EMPLOYMENT EXPERIENCE

Start with your present or last job and include all employment for the past ten years. Include military service assignments and volunteer activities. If you need additional space, please continue on a separate sheet of paper.

<b>Employer</b>	<b>Phone</b> (      )	<b>Dates Employed</b> <b>From:</b> <b>To:</b>	<b>Work Performed</b>
Address			
Title			
Supervisor			
Reason for Leaving			
<b>Employer</b>	<b>Phone</b> (      )	<b>Dates Employed</b> <b>From:</b> <b>To:</b>	<b>Work Performed</b>
Address			
Title			
Supervisor			
Reason for Leaving			
<b>Employer</b>	<b>Phone</b> (      )	<b>Dates Employed</b> <b>From:</b> <b>To:</b>	<b>Work Performed</b>
Address			
Title			
Supervisor			
Reason for Leaving			
<b>Employer</b>	<b>Phone</b> (      )	<b>Dates Employed</b> <b>From:</b> <b>To:</b>	<b>Work Performed</b>
Address			
Title			
Supervisor			
Reason for Leaving			

## SPECIAL SKILLS AND QUALIFICATIONS

Summarize your special skills and qualifications acquired from employment or other experiences: \_\_\_\_\_

Current Licenses / Certifications / Registrations and dates received (please attach copies):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Subjects of Special Study or Research: \_\_\_\_\_

Volunteer Experience \_\_\_\_\_

Other Hobbies, Interests, Etc: \_\_\_\_\_

## EMPLOYMENT REFERENCES

Name		Address	
Phone		Length Known	
Name		Address	
Phone		Length Known	
Name		Address	
Phone		Length Known	

## STATEMENT

*I hereby certify that the foregoing statements as well as those on any attachments to this form are true and correct to the best of my knowledge and are given of my own free will. I agree that any misstatements or misrepresentations as to material facts will constitute grounds for unfavorable consideration or dismissal from employment. I understand that references will be checked and that all offers of employment are contingent on the results of a pre-employment criminal background check and/or pre-employment drug screen. I understand that Easter Seals Central Texas is an "At Will Employer" governed by the Right to Work laws in the State of Texas and if employed, I may be separated from employment with Easter Seals Central Texas at any time.*

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

\_\_\_\_\_  
Date