



An Equal Opportunity & Affirmative Action Employer

## Application for Employment

Thank you for your interest in employment with Boys & Girls Harbor, Inc. This application will be considered based on skills, abilities, experience and education in relation to the position. You must complete the entire form for consideration. Please return this form to:

**Boys & Girls Harbor      PO BOX 848      Houston, Texas 77001**  
**Phone: 713-688-6262      Fax: 713-688-6887**

Visit our website for current employment opportunities: [www.boysandgirlsharbor.org](http://www.boysandgirlsharbor.org)

### APPLICANT INFORMATION – PLEASE PRINT OR TYPE

Last Name	First	M.I.	Date
Street Address		Date of Birth	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain	

### EDUCATION

High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

### REFERENCES

*Please list three professional references.*

Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	

**PREVIOUS EMPLOYMENT (LIST MOST RECENT FIRST)**

Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I hereby authorize my former employers and the references listed to give any and all information to Boys & Girls Harbor. I understand that if I am employed by Boys & Girls Harbor, that my employment is not contractual and my employment may be terminated by me or Boys & Girls Harbor at any time and for any reason.

Signature	Date
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## DISCLOSURE & AUTHORIZATION FOR RELEASE OF INFORMATION

As part of our hiring background and investigation, we may obtain consumer reports to prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Consumer Rights Under the Fair Credit Reporting Act.

## AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION

Under the provisions of the Fair Credit Reporting Act (FCRA), 15 U.S.C. § 1681 et seq., the Americans with Disabilities Act and all applicable federal, state, and local laws, I hereby authorize and permit **Boys & Girls Harbor, Inc.** to obtain a consumer report and/or an investigative consumer report which *may* include the following:

1. My Employment Records;
2. Driving history records, criminal history, credit history, civil record, workers' compensation (post-offer only) and drug testing;
3. Verification of my academic and/or professional credentials, and information and/or copies of documents from any military service records.

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information.

I agree that a copy of this authorization has the same effect as the original.

I agree that this information may be pulled at any time during my employment as a condition of employment.

I hereby allow **Boys & Girls Harbor, Inc.** to obtain and prepare a consumer report as set forth above, as part of its investigation of my employment application.

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print clearly)

Signature: \_\_\_\_\_ DL #: \_\_\_\_\_



## BACKGROUND INFORMATION

An applicant for employment with a licensed child-care facility or registered family home, whose employment with the facility involves the opportunity for the direct interaction with children **MUST submit the following information with the application for employment:**

I affirm that I do not now and I have not at any time, either as an adult or as a juvenile, been convicted of the following:

1. Pleaded guilty to (whether it resulted in a conviction or not)
2. Pleaded nolo contendere or no contest to, admitted or have any judgement or order rendered against me;
3. Entered into any settlement of an action or claim;
4. Had any license, certification, or volunteer position suspended, revoked or terminated;
5. Been diagnosed as having or have been treated for any mental or emotional condition;
6. Resigned under threat of termination of employment;
7. Have any pending criminal charges against me in this or any other jurisdiction for any;
  - A. Felony;
  - B. Rape or sexual assault;
  - C. Physical, sexual, emotional abuse and/or neglect of a minor;
  - D. Incest
  - E. Exploitation, including sexual, of a minor;
  - F. Molestation
  - G. Lewdness or indecent exposure
  - H. Lewd or lascivious behavior
  - I. Obscene or pornographic literature, photographs or videos;
  - J. Assault, batter or any violent offense against a minor;
  - K. Endangerment of a child;
  - L. Any misdemeanor or offense involving a minor or which a minor was witness;
  - M. Deemed unfit as a parent or custodian;
  - N. Removing a child from the state or any other violation of a court order;
  - O. Restrictions or limitations on visitation with a minor;
  - P. Any type of child abduction;
  - Q. Similar or related conduct, matters, or things.

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

*Failure or refusal to sign or provide this information constitutes good cause for refusal to hire the applicant*