

West Texas Lighthouse for the Blind

Employment Application

This company is an Equal Opportunity Employer. As a result, its policy is to afford equal employment opportunity to all individuals regardless of race, color, creed, religion, sex, age, national origin or disability. Any question on this application relating to the foregoing may be utilized in complying with federal or state record keeping and/or reporting requirements. No question is asked on this application for the purpose of limiting or excluding any applicant's consideration for employment because of the applicant's race, color, creed, religion, sex, age, national origin or disability. Please answer every question (if not applicable, write "N/A"). If there is an insufficient amount of space on the application to complete your answer to a question, use an additional sheet of paper.

Date of Application

Name _____
Last First Middle Home Telephone Number

Address _____
Number Street Business Telephone Number

City State Zip Code Length of Time at this Address

List previous address if address changed during the last year.

Number Street City State Zip Length of time at this Address

Type of work desired: _____

Date Available for work: _____ Salary Desired: _____

Are you 18 years of age or over? Yes _____ No _____

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

Have you ever applied for employment with this company before? Yes _____ No _____

If yes, when did you apply? _____ Were you hired? _____

How were you referred to this job? _____

If job you are applying for requires driving, do you have a valid operators license? Yes _____ No _____

State Number Expires

Have you ever been convicted of any crime other than a traffic violation? Yes _____ No _____

If yes, explain _____

(Note: The conviction or the fact that you have been convicted of a crime by itself will not lead to rejection of your application.)

Have you ever held a position that required you to be bonded? Yes _____ No _____

Have you ever been denied a bond? Yes _____ No _____

If yes, explain _____

Employment Record

Starting with your most recent job, list your last four employers.

Dates

From: _____ Employer: _____ Phone: _____

To: _____ Address: _____

Position: _____ Salary: _____

Reason for Leaving; _____

Type of Work: _____

Supervisor (Name & Title): _____

From: _____ Employer: _____ Phone: _____

To: _____ Address: _____

Position: _____ Salary: _____

Reason for Leaving; _____

Type of Work: _____

Supervisor (Name & Title): _____

From: _____ Employer: _____ Phone: _____

To: _____ Address: _____

Position: _____ Salary: _____

Reason for Leaving; _____

Type of Work: _____

Supervisor (Name & Title): _____

From: _____ Employer: _____ Phone: _____

To: _____ Address: _____

Position: _____ Salary: _____

Reason for Leaving; _____

Type of Work: _____

Supervisor (Name & Title): _____

List other work experience, skills, knowledge, talents or other job related experience not covered elsewhere.

Education

High School: Name: _____
Location: _____
Subjects Studied: _____
Graduated / GED Yes No

College: Name: _____
Location: _____
Degree: _____ Subjects Studied: _____

Trade, Business, Correspondence School: Name: _____
Location: _____
Degree: _____ Subjects Studied: _____

U.S. Military Service: _____ Rank: _____ Present Membership in National Guard/Reserves _____

Additional comments which you feel would be important in our consideration of your application (for example hobbies, scholastic or other honors, fluency in foreign languages, etc):

We appreciate your interest in the West Texas Lighthouse for the Blind. As a part of our normal procedures for processing an application, an investigative consumer report as defined in Public Law 91-508 may be made. This inquiry typically concerns information on an applicant's character, general reputation, personal characteristics and mode of living and may involve personal interviews with neighbors, friends, associates or other persons with whom you are acquainted. Information on the nature and scope of such inquiry, if one is made, is available to you upon written request.

For your application to be considered, you must indicate your agreement with the following statement by signing where indicated. Please read the statement carefully before signing.

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief, and hereby grant the West Texas Lighthouse for the Blind permission to verify such answers by conducting an investigative consumer report on me or by whatever other means it deems necessary. I hereby release the West Texas lighthouse for the Blind and its agents from any and all liability and responsibility, damages and claims of any kind whatsoever arising from any investigation made of my background, character or qualifications for employment.

I also understand that any false statement on this application may be considered as sufficient reason for rejecting this application or, in the event the falsification is discovered subsequent to my employment, for my dismissal.

I further understand that nothing contained in this application or in the granting of an interview creates a contract between the West Texas Lighthouse for the Blind and myself for either employment or the providing of any benefits. No promise regarding employment has been made to me and I understand that no such promise or guarantee is binding upon the West Texas Lighthouse for the Blind unless made in writing and executed by its President and me.

Finally, I acknowledge that if an employment relationship is established, no consideration has been furnished to the West Texas Lighthouse for the Blind for my employment other than my services and I understand I have a right to terminate my employment at any time and the West Texas Lighthouse for the Blind has the same right. If my application for employment is considered favorably, I agree to abide by and comply with the rules of the West Texas Lighthouse for the Blind.

Date: _____ Signature: _____
