



**Senior Center Resources
and Public Transit**
Serving Hunt County since 1976

4912 Lee Street ♦ Greenville ♦ Texas 75401
(903) 454-1444 ♦ FAX (903) 454-4150

Employment Application

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, religion, disability or national origin.

Employment Desired

Date ___/___/___

Position:	Date You Can Start:	Salary Desired:	Type of Employment:
			Full-Time Summer
			Part-Time Temporary

Are you employed now? Yes No If so, may we contact your present employer? Yes No

Have you ever applied top this company before? Yes No

Where? _____ When? _____

This Agency is a drug free and alcohol free. Upon hiring each applicant is subject to random drug and alcohol testing.

Personal Information

Last Name: _____ First Name: _____ MI: _____

Address (Number, Street, City, State, Zip Code.) _____

Social Security Number	Home Telephone Number	Referred By

Education

High School Attended and Location	NO. of Years Completed	Did you Graduate?

College Attended and Location	NO. of Years Completed	Did You Graduate?	Degree

Trade, business or Correspondence School Attended and Location.	NO. Years Completed	Did you Graduate?

General

Special Course or Training (Indicate any foreign languages you can speak, read/and or write.)

Experience/Skills Related to the Position for which you are Applying.

4912 Lee Street ♦ Greenville ♦ Texas 75401
 (903) 454-1444 ♦ FAX (903) 454-4150

Office/Secretarial Positions

Skill/Aptitude	Years of experience	Words per Minute	Software used
Typing			
Shorthand			
Word Processing			

List secretarial training courses completed and/or other training which may be helpful in considering your application.

Employment History (List present or most recent position first.)

Employer:		Address(Number, Street, City, State, Zip Code):	
Phone:	Type of Business:	Department:	Position Title:
Duties:			
Supervisor Name:		Supervisor Position:	
Date Employed(Month/Year):	Date Left(Month/Year):	Starting Salary:	Final Salary:
Reason for leaving:			

Employer:		Address(Number, Street, City, State, Zip Code):	
Phone:	Type of Business:	Department:	Position Title:
Duties:			
Supervisor Name:		Supervisor Position:	
Date Employed(Month/Year):	Date Left(Month/Year):	Starting Salary:	Final Salary:
Reason for leaving:			

Employer:		Address(Number, Street, City, State, Zip Code):	
Phone:	Type of Business:	Department:	Position Title:
Duties:			
Supervisor Name:		Supervisor Position:	
Date Employed(Month/Year):	Date Left(Month/Year):	Starting Salary:	Final Salary:
Reason for leaving:			

4912 Lee Street ♦ Greenville ♦ Texas 75401
(903) 454-1444 ♦ FAX (903) 454-4150

State any additional information you feel may be helpful to us in considering your application:

Other Experience

In this section, list any job experience not listed above that most directly relates to the job for which you are now applying.

Employer:		Address(Number, Street, City, State, Zip Code):	
Phone:	Type of Business:	Department:	Position Title:
Duties:			
Immediate Supervisor Name:		Immediate Supervisor Position:	
Date Employed(Month/Year):	Date Left(Month/Year):	Starting Salary:	Final Salary:
Reason for leaving:			

I Certify that the information provided is true and correct. Signature: _____

Consent Document

(For BTi Use Only)

Prospective Employer: Hunt County Committee on Aging (Hunt02)
BTi Service Code: (MVR) Motor Vehicle Report Only

NOTICE TO JOB APPLICATIONS

Your prospective employer has contracted with BTi Employee Screening Services, Inc., a Texas licensed, Private Investigations Agency to verify certain information contains in your application for employment, conditional job offer or provided by you during the interview process. The information requested below is necessary to complete this task. This information is NOT a part of the application for employment and will be used for the sole purpose of verification of information, and or statement made by you.

Please complete all information requested.

Applicant's Legal Name: _____
Last Name First Name MI

Last Name: _____ First Name: _____ MI: _____

Please List any other name used for prior employment or school that differentiates for the above.

Current Home Address: _____
Street City/State Zip Code

Date of Birth: _____ Social Security #: _____
Month/Day/Year

Name as it Appears on Driver's License: _____
Drivers License #: _____ State of Issue: _____

It is possible that your employer may be determined in whole or in part by your prospective employer using data from a report supplied by BTi Employee Screening Service, INC., 8150 N. Central Expressway, Suite 500, Dallas, Texas 75206. Pursuant to Section 609 f the Fair Credit Reporting Act, you may be entitled to a copy of this report.

APPLICATION CONSENT: I understand and agree that BTi Employee Screening Service, Inc. will verify all or part of the information I have given my prospective employer. I understand that this verification may include an injury into my credit history, motor vehicle driving record, criminal and civil records, prior employment (including other public employers), education (degree, GPA, and attendance) as well as other public record information. I authorize the release of such information as may be necessary to verify the information I have provided. I release and hold harmless from all liability and individual or entity requesting or supplying information with respect to my application for employment.

Application Signature: _____ Date: _____

TX CONSENT DOCUMENT

NOTICE TO JOB APPLICATIONS

Your prospective employer has contracted with BTi Employee Screening Services, Inc., a Texas licensed, Private Investigations Agency to verify certain information contains in your application for employment, conditional job offer or provided by you during the interview process. The information requested below is necessary to complete this task. This information is NOT a part of the application for employment and will be used for the sole purpose of verification of information, and or statement made by you. Please complete all information requested.

Prospective Employer: HUNT COUNTY COMMITTEE ON AGING (HUNT02)

Applicant's Legal Name: _____
Last Name First Name MI

Current Home Address: _____
Street City/State Zip Code

Date of Birth: _____ Social Security #: _____
Month/Day/Year

Drivers License #: _____ State of Issue: _____

RESIDENTIAL HISTORY: LIST ALL RESIDENTIAL ADDRESSED IN THE LAST 7 YEARS

Address City State Zip Code From: _____ To: _____

Address City State Zip Code From: _____ To: _____

Address City State Zip Code From: _____ To: _____

It is possible that your employment may be determined in whole or in part by your prospective employer using data from a report supplied by BTi Employee Screening Services, Inc., 8150 N. Central Expressway, Suite 500, Dallas, Texas 75206. Pursuant to section 609 of the Fair Credit Reporting Act, you may be entitled to a copy of this report.

APPLICANT CONSENT

I understand and agree that BTi Employee Screening Service, Inc. will verify all or part of the information I have given my prospective employer. I understand that this verification may include an injury into my credit history, motor vehicle driving record, criminal and civil records, prior employment (including other public employers), education (degree, GPA, and attendance) as well as other public record information. I authorize the release of such information as may be necessary to verify the information I have provided. I release and hold harmless from all liability and individual or entity requesting or supplying information with respect to my application for employment.

Application Signature: _____ Date: _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statement contained in the application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applicants are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with organization is of an "at will" nature, which means that the Employee may resignat any time and the Employer may discharge Employee at any time with or without a reason. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understood that false or misleading information given in my application or interview(s) may result in discharge. I understood, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant: _____ Date: _____

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ___ Yes ___ No Interviewer _____ Date _____

Remarks: _____

Approval Date: _____

Name: _____ **Date:** _____

Employed? ___ Yes ___ No **Date of Employment:** _____

Job Title: _____ **Department:** _____

Grade: _____ **Hourly Rate/ Salary:** _____

Signature Elected Official/ Dept. Head: _____

Changes: _____ **Effective Date:** _____

Notes:

