

Employment Application



Brookwood in Georgetown (BiG) is an Equal Opportunity Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE TYPE OR PRINT. Save and complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (do not indicate "See Resume.") If you do not save prior to completing the application, your responses may not be saved. Online Applicants: There is an addendum to the application once an applicant reaches the interview stage that includes personal information for background check purposes.

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Previous Address		State		ZIP	
Phone		E-mail Address			
Desired Position		<input type="checkbox"/> FT	<input type="checkbox"/> PT	Salary Expectation	
Referred by			Are you 18 years of age or older? YES <input type="checkbox"/> NO <input type="checkbox"/>		
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?	
Days you ARE NOT available to work					
Do you have any physical limitations we should be aware of?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please explain below:
List any other names you have used in the past (Maiden name, alias, etc.)					
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

Do you hold a Texas Teacher's Certificate or other professional credentials that qualify you for this position? If so, please list:

Please list any courses/seminars/apprenticeships/workshops/talents, etc., pertinent to this position:

PREVIOUS EMPLOYMENT

Company 1

Phone

Address

Job Title

Starting
SalaryEnding
Salary

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference?

YES NO

Supervisor Name

Company 2

Phone

Address

Job Title

Starting
SalaryEnding
Salary

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference?

YES NO

Supervisor Name

Company 3

Phone

Address

Job Title

Starting
SalaryEnding
Salary

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference?

YES NO

Supervisor Name

ADDITIONAL QUESTIONS

Expand on any experience you have had with adults or children with functional disabilities. What type of setting . . . classroom, clinic, sheltered workshop, caseworker, etc.?

What is your interest in this group of people?

In addition to your formal education, do you possess any skills, talents, etc. that might be beneficial to this position?

REFERENCES - PLEASE LIST AT LEAST THREE PROFESSIONAL REFERENCES

Name	Relationship
Company	Phone
Address	
Name	Relationship
Company	Phone
Address	
Name	Relationship
Company	Phone
Address	
Name	Relationship
Company	Phone
Address	

BACKGROUND INQUIRY

Due to the nature of the disabilities of the citizens of Brookwood in Georgetown, it is our policy to provide a safe and secure environment by ensuring the integrity and honesty of our employees. For this reason we ask that you complete the questions below

Have you been convicted under the Texas Controlled Substances Act?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a criminal offense other than a minor traffic violation?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?
Please Explain		

DISCLAIMER AND SIGNATURE

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Brookwood in Georgetown to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Brookwood in Georgetown serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law.

Signature	Date
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