



APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer/At-Will Employer

3380 Fannin Street, Beaumont Texas 77701
(409) 832-6223 Office * (409) 813-2766 Fax
www.girlshaveninc.org

PERSONAL INFORMATION

Applicant Name	Last	First	Middle	Maiden
Address	Street	City	State	Zip
Telephone	Home	Cell	Email	
Identifying Information	Social Security Number	Driver's License Number	State	

Position Applying For	Job Title	Salary Desired	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
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Are you at least 21 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a US Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prevented from lawfully becoming employed in this country because of VISA or immigration status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you employed now?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been fired or asked to resign from a job?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain	
As an adult, have you ever been convicted for anything other than a minor traffic violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list ALL such offenses, locations of offense(s) including the state(s) where occurred, name of court and disposition. Conviction(s) will not necessarily disqualify an applicant from employment.	
Have you ever been indicated or founded on a child abuse charge?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain	
Can you travel if the job requires it?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have relatives or know anyone who is/are currently employed with Girls' Haven?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, name of employee(s)	
Have you ever worked for Girls' Haven prior?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, when?	
Are you comfortable standing for long periods of time; kneeling, moving quickly to assist a child in need?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you comfortable working with children in crises, or who have recently experienced trauma?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please describe any specialized training, apprenticeship, skills, extra-curricular activities or job-related skills	

Military Service	Branch of Service	Date of Service
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EDUCATION HISTORY

Did you graduate from high school or complete a GED?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of High School or GED Institution		City		State
College-University-Trade or Business School	Major Areas of Study	Semester Hours	Type of Degree	<input type="checkbox"/> Yes <input type="checkbox"/> No Did you graduate?
College-University-Trade or Business School	Major Areas of Study	Semester Hours	Type of Degree	<input type="checkbox"/> Yes <input type="checkbox"/> No Did you graduate?
College-University-Trade or Business School	Major Areas of Study	Semester Hours	Type of Degree	<input type="checkbox"/> Yes <input type="checkbox"/> No Did you graduate?

EMPLOYMENT HISTORY

Start with your current or most recent job. Include any job-related military assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Do not exclude any employment. Please complete all employment questions that are asked below.

From		To	Position		Salary
Employer's name			Address		
Supervisor's name			Phone #		
Description of work					
Reason for leaving					

From		To	Position		Salary
Employer's name			Address		
Supervisor's name			Phone #		
Description of work					
Reason for leaving					

From		To	Position		Salary
Employer's name			Address		
Supervisor's name			Phone #		
Description of work					
Reason for leaving					

From		To	Position		Salary
Employer's name			Address		
Supervisor's name			Phone #		
Description of work					
Reason for leaving					

Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, may we contact your employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
On what date would you be available to join our team?	

PLEASE REVIEW THE STATEMENTS LISTED BELOW. AFTER REVIEWING AND UNDERSTANDING, INITIAL EACH STATEMENT.

	I certify that all the answers given by me are true, accurate and complete. I understand that any falsification, misrepresentation or omission of fact on this application (or any other accompanying or required document) will be cause for denial of employment or immediate release from employment regardless of when or how discovered.
	I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Girls' Haven, Inc. is an "at will" status, which means that I may resign at any time and Girls' Haven, Inc. may terminate employment at any time with or without cause. I further understand that this "at will" relationship may not be changed by any written documentation or by conduct unless the change is specially acknowledged in writing by the Board of Directors.
	I authorized the investigation of all statements and information contained in the application and any accompanying or required documents. I further authorize checking with any and all references listed in this application.
	If employed, I agree to engage in no outside activity which would involve material conflict of interest with, or which could reflect adversely on Girls' Haven, Inc. I understand this decision rest with Girls' Haven, Inc.
	I agree to hold in strictest confidence any information concerning Girls' Haven, Inc. If selected as an employee, I agree to conform to the policies of Girls' Haven, Inc.
	I understand that completion of this application does not guarantee that I will be employed by Girls' Haven, Inc.
	I acknowledge that I have read and understand the above statements. I hereby affirm that the answers and information provided in this application and any accompanying document is true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably.

Today's Date

Signature of Applicant

GIRLS' HAVEN, INC. DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR HANDICAPPED STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.