



# Employment Application Form

**APPLICANT PLEASE NOTE: IF YOU ARE SELECTED FOR AND OFFERED A POSITION WITH EMMA'S EDUCATION CENTER, YOU WILL BE REQUIRED TO COMPLETE 8 HOURS OF SUPERVISED VOLUNTEER WORK AT THE ACHIEVEMENT CENTER OF TEXAS IN GARLAND BEFORE BEGINNING EMPLOYMENT WITH EMMA'S CENTER.**

DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last                      First                      Middle

Present address \_\_\_\_\_  
Number                      Street                      City                      State                      Zip

How long at current address \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

Are you under age 18 \_\_\_\_ YES \_\_\_\_ NO, if "YES", can you provide proof of your eligibility to work? \_\_\_\_ YES \_\_\_\_ NO

Are you currently authorized to work in the United States? \_\_\_\_ YES \_\_\_\_ NO. Proof of eligibility will be required if hired.

Position applied for (1) \_\_\_\_\_ Days/hours available to work  
 and wage desired (2) \_\_\_\_\_ No Pref \_\_\_\_\_ Thur \_\_\_\_\_  
 (Be specific) Tue \_\_\_\_\_ Fri \_\_\_\_\_  
 Wed \_\_\_\_\_ Sat \_\_\_\_\_  
 Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_

Employment desired     FULL-TIME ONLY     PART-TIME ONLY     TEMPORARY/CONTRACT

When are you available to start work? \_\_\_\_\_

Please list any hobbies/interests you currently have \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

Have you ever been convicted of a crime?     No     Yes

**If you selected yes and you have been convicted of a crime in the area of Child and Family Services, please do not continue.**

How did you hear about us? \_\_\_\_\_

PLEASE FILL OUT THE BACKGROUND DISCLOSURE AND AUTHORIZATION FORM ATTACHED TO THIS APPLICATION. IN ORDER TO BE EMPLOYED BY EMMA'S EDUCATION CENTER, A CLEAR DPS/CPS BACKGROUND MUST BE OBTAINED. IN ADDITION, ALL EMPLOYEES ARE REQUIRED TO PASS A DRUG TEST.

**APPLICATION FOR EMPLOYMENT**

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?       Yes    No

ARE YOU NOW A MEMBER in the ARMED FORCES?       Yes    No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work Experience**      Please list your work experience, most recent job held first.  
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates  From To	Pay or salary  Start Final
Your last job title			
Reason for leaving (be specific)			
Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates  From To	Pay or salary  Start Final
Your Last Job Title			
Reason for leaving (be specific)			
Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates  From To	Pay or salary  Start Final
Your last job title			
Reason for leaving (be specific)			
Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates  From To	Pay or salary  Start Final
Your last job title			
Reason for leaving (be specific)			

Please list any experience you have as a volunteer: \_\_\_\_\_  
\_\_\_\_\_

May we contact your present employer?       Yes    No

Did you complete this application yourself       Yes    No   If not, who did? \_\_\_\_\_

After reviewing the attached job description, please indicate if you are able to perform the essential functions of the job for which you have applied, with or without a reasonable accommodation \_\_\_\_ Yes \_\_\_\_ No.

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**PLEASE READ CAREFULLY**

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I hereby authorize Emma's Education Center to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability Emma's Education Center and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

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We are an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age, height, weight, or disability. We assure you that your opportunity for employment with us depends solely on your qualifications.

Thank you for completing this application form and for your interest in Emma's Education Center.

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**Applicant Signature**

**Print**

**Date**

**PLEASE SCAN AND EMAIL THIS APPLICATION (YOU MAY INCLUDE YOUR RESUME AS WELL) TO:**

**casting@emmacenter.com**

**or mail to: Emma's Education Center Employment, 2906 Caladium Ct, Garland, TX 75040**

**WE WILL SEND A CONFIRMATION THAT WE HAVE RECEIVED YOUR APPLICATION.**

**ACCEPTABLE FORMATS: PDF, WORD, TIFF, GIF and JPG**