



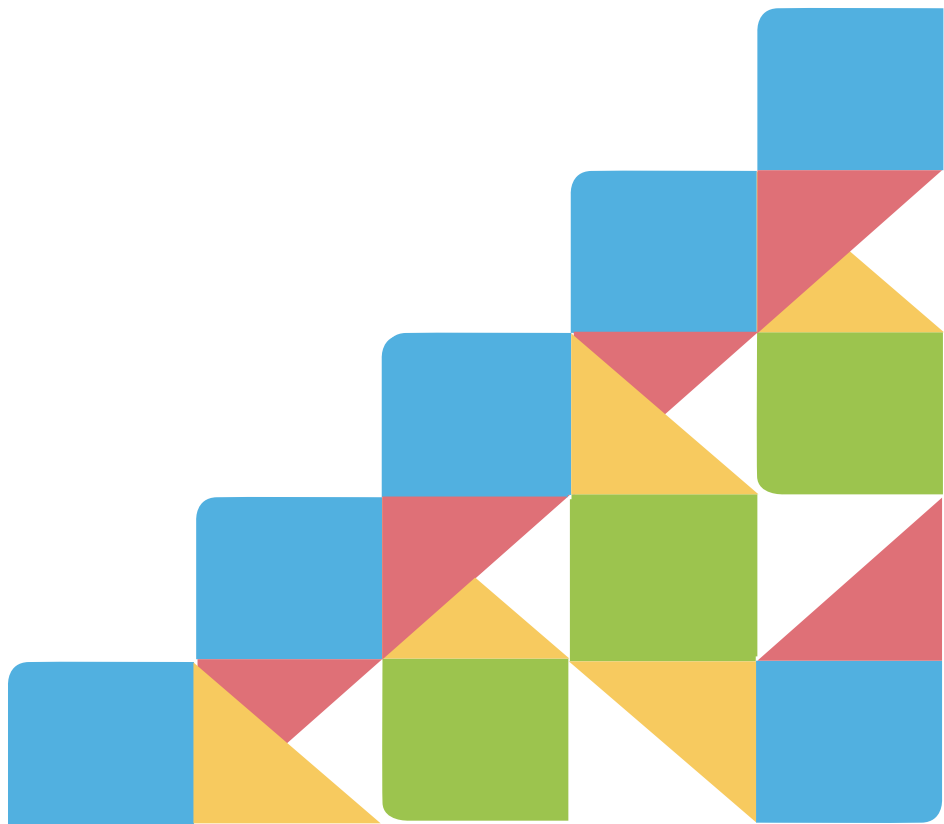
THE VILLAGE CENTERS

Your Village. Our Community.

APPLICATION FOR EMPLOYMENT

Applicant Name

Application Date





PRE-EMPLOYMENT QUESTIONNAIRE

Application for Employment

Notice: As part of the application process, The Village Learning Center, Inc. must conduct background checks on applicants applying for certain positions as required by The State of Texas Safety & Health Code Chapter 5

Equal Opportunity Employer. It is our policy to abide by all federal, state, and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status, or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related, HIV/AIDS related), genetic information, sexual orientation, or any other protected status except where a reasonable, bona fide occupational qualification exists.

Personal Information

Last Name _____ First Name _____

Address _____ Social Security _____

City, State, Zip _____

Phone Number _____ E-mail _____

Employment Desired

Position _____ Desired Salary _____ Start Date _____

Are you currently employed? Yes No If Yes, may we contact your current employer? Yes No

Have you ever applied with TVC before? Yes No When _____ Position _____

Have you ever worked for TVC before? Yes No When _____ Position _____

Former Employers

From	MONTH DAY YEAR	Position	Salary
To	MONTH DAY YEAR	Employer Name	Employer Phone No.
Reason for Leaving			
From	MONTH DAY YEAR	Position	Salary
To	MONTH DAY YEAR	Employer Name	Employer Phone No.
Reason for Leaving			
From	MONTH DAY YEAR	Position	Salary
To	MONTH DAY YEAR	Employer Name	Employer Phone No.
Reason for Leaving			



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Application for Employment

References

Please provide the names of at least three persons not related to you, whom you have known at least one year

Full Name			Email		
Business	Years Known	Phone Number			
Full Name			Email		
Business	Years Known	Phone Number			
Full Name			Email		
Business	Years Known	Phone Number			
Full Name			Email		
Business	Years Known	Phone Number			

Education History

High School	Name of Institution	Years Attended	Degree/Major	
	City State	Did you Graduate?		
College	Name of Institution	Years Attended	Degree/Major	
	City State	Did you Graduate?		
Graduate School	Name of Institution	Years Attended	Degree/Major	
	City State	Did you Graduate?		
Other	Name of Institution	Years Attended	Degree/Major	
	City State	Did you Graduate?		

Additional Education

Certifications Currently Held	Certification #	Issuing Agency & State	Expiration Date
Licenses Currently Held	License #	Issuing Agency & State	Expiration Date

Special Skills including languages

Have you ever served in the US Military or Naval Service? Yes No

Branch & Dates of Service



PRE-EMPLOYMENT QUESTIONNAIRE

Application for Employment

Criminal Record Information

Notice to All Applicants: Do not include convictions that were sealed, eradicated, erased, annulled by a court, expunged, pardoned or deferred and withdrawn.

Criminal convictions or arrests will not automatically disqualify an applicant from employment

Convictions/Pleas: In the past ten (10) years, have you ever been convicted of, or pled guilty or no contest, to any criminal offense? Yes No

Pending Charges: Have you been arrested for any matters for which you are now out on bail or on your own recognizance pending trial? Yes No

If you answered "Yes" to either of the above two questions, please provide the date(s) and describe the criminal record so the individual circumstances can be considered. **Criminal convictions or arrests will not automatically disqualify an applicant from employment.**

Notice

Under Texas State's Safety and Health Code Chapter 5, The Village is required to conduct a Criminal History, Employee Misconduct Report and (if applicable) Nurse Aide Registry Check for employees and applicants for certain positions. Certain convictions bar The Village from offering employment for certain positions to individuals convicted of these crimes. For more details, see the Texas State Safety and Health Code Chapter 5 or contact the Department of Aging and Disabilities Services.



PRE-EMPLOYMENT QUESTIONNAIRE

Application for Employment

Agreement

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsification or significant omission of information requested in this application or in the application process may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize all persons listed above (and on the accompanying resume, if any) to give The Village Learning Center, Inc. and any subsidiary or legally attached company or organization ("The Village") any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and The Village, from liability for any damage that may result from furnishing same to The Village.

I understand that The Village and its clients have agreed that The Village will provide workers' compensation insurance coverage for its employees. In the event of an injury in the workplace, I agree that my sole remedy lies in coverage under The Village's workers' compensation insurance policy.

If employed by The Village, I agree to abide by the policies and procedures of The Village, which include The Village's Anti-harassment Policy. I further understand that my employment can be terminated, with or without cause or notice, at any time, at the discretion of The Village or myself. I further understand that no manager or representative of The Village has any authority to enter into any agreement, oral or written, on behalf of The Village for a term of employment or to make any assurance or promise of continued employment.

I understand that The Village may obtain a consumer and/or investigative consumer report for employment purposes that may include information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. The report may also contain a records check of driving, criminal, credit, education, degrees, professional licenses and/or certification records depending on the position. By signing this application, I authorize the procurement of a consumer and/or investigative consumer report by The Village as part of the preemployment background investigation and if hired, at any time during my employment.

I understand and agree that subject to applicable law, I may be required to take a drug and alcohol screening test. I hereby give my voluntary consent for a blood and/or urine sample to be collected from me and submitted for testing. I also consent to the release of the test results to The Village. I understand that any positive drug or alcohol result may preclude my employment.

Signature

Date

Print Full Name

FOR INTERNAL USE ONLY (DO NOT WRITE IN THE FOLLOWING)

Interviewed By _____

Approved By _____

Signature

Date

Start Date

Starting Salary