



Date: _____

Application for Employment Pre-Employment Questionnaire

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, 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	Social Security No.	
Present Address	City	State	Zip Code
Permanent Address	City	State	Zip Code
Home Phone	Cell	Email	

Employment Desired

Position	Date You Are Able To Begin	Salary Desired
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, may we inquire of your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you legally authorized to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever applied with The Village before? <input type="checkbox"/> Yes <input type="checkbox"/> No	When	What Position
Have you ever worked for The Village before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates of Employment	What Position

Former Employers

Date Month and Year	Employer Name, City, State and Phone Number	Salary & Position	Reason for Leaving
From			
To			
From			
To			
From			
To			
From			
To			

Name: _____

Date: _____

References

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

Name	Address & Contact Phone Number	Business	Years Known

Education History

Institution of Education	Name, City & State of Institution	Years Attended	Did You Graduate	Focus of Studies/Degree
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Trade/Business/Etc)			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Education	Certifications Currently Held	Certification #	Issuing Agency and State Issued	Expiration Date
	Licenses Currently Held	License #	Issuing Agency and State Issued	Expiration Date
	Special Skills (including languages)			
Have you ever served in the US Military or Naval Service?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Branch and Dates of Service		

Name: _____

Date: _____

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.

Criminal History

Please answer the following questions:

Convictions/Pleas: In the past ten (10) years, have you been convicted of, or pled guilty or no contest, to any criminal offense?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Pending Charges: Have you been arrested for any matters which you are now out on bail or on your own recognizance pending trial?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If you answered "Yes" to either of the above two questions, please provide the date(s) and describe the criminal record so the individual circumstance 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.

Name: _____

Date: _____

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 pre-employment background investigation and in 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

Printed Full Name

For Internal Use Only (do not write below)

Interviewed by

Date

Approved by

Start Date

Signature

Starting Salary