

Please mail or email all applications and resumes to TexAmericas Center, Attn: Marla Byrd, 107 Chapel Lane, New Boston, TX 75570 or marla.byrd@texamericascenter.com



Position Applied For: _____

107 Chapel Lane
New Boston, TX 75570
(903) 223-9841

Application for Employment

Name _____ Social Security No _____
Last First Initial

Address _____ Phone _____

City _____ State _____ Zip _____

Do you have a valid Driver's License? Yes _____ No _____ License Class _____

Driver's License Number _____ State _____ Expiration Date _____

Have you ever been convicted of a felony? Yes or No. When _____ Where _____

Agency _____ Charges _____

Final Outcome _____

Do you have any relatives working for this agency? If so, list name and relationship:

EDUCATION

Name and Location	Date Attended	Degree	Date Graduated
High School _____			

University/ College _____			
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Technical/ Vocational School _____			
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SKILLS

_____ Personal Computer	_____ Word/Works	_____ Publishing
_____ Typing _____ wpm	_____ Word Perfect	_____ Calculator
_____ Other Software _____	_____ Excel	_____ QuickBooks vs _____

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LICENSE/CERTIFICATION

License	Date Issued	Date Expires	License No.

EMPLOYMENT HISTORY (most current first)

Employer _____ Job Title _____
Address _____ Supervisor _____
_____ Phone _____
Employed from _____ to _____ Salary _____
Duties _____

Reason for Leaving _____

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REFERENCES

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____

ADDITIONAL INFORMATION

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and that falsifications shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal or work history deemed necessary. I understand that I will be required to satisfactorily complete a post-offer drug screen and/or physical, as well as a three month probation period during which time my employment may be terminated for failure to meet the minimum standards required by my employment.

Signature _____ Date _____

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of TexAmericas Center not to discriminate in its employment and personnel practices because of a person's race, color, creed, religion, sex, national origin or disability status. This application or any attachments thereto become a part of TexAmericas Center records and will not be returned.