

BAY AREA TURNING POINT, INC.
P.O. BOX 58537, WEBSTER, TX 77598
OFFICE (281) 338-7600 24 HOUR HOTLINE (281) 286-2525

APPLICATION FOR EMPLOYMENT

Date: _____ Email: _____

Applicant Name: _____

Present Address: _____

Permanent Address (If different from present address): _____

Telephone: Best time to contact you at home: _____	Social Security No.: _____
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Emergency Contact: Name: _____	Telephone: _____	Relationship: _____
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Are you a U.S. citizen, permanent resident, or foreign national authorized to work in the United States? _____

Verification of identity and employment authorization will be required Yes No

Are you related to anyone that is or has been employed by BATP? Yes No

Are you related to anyone that is or has served on BATP's Board of Directors? Yes No

Have you previously called our Hotline, or met with BATP Staff or a Volunteer for information and assistance? Yes No If yes, when? _____

If you have received services of any type from Bay Area Turning Point within the last 12 months or are currently receiving services we cannot accept your application for employment at this time.

POSITION DESIRED

Position Title: _____ Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	Date you can start: _____	Salary desired: <i>Salary is Non-negotiable unless indicated as a range or TBD</i>
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Have you previously worked for BATP? Yes No If yes, from _____ to _____
 If yes, what position did you hold? _____
 If yes, what was your reason for leaving: _____
 If not, have you ever filed an application with BATP before? Yes No If yes, when? _____

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How did you learn about this opening?
Are you currently employed?
May we contact your present employer?
Are you currently on "lay-off" status and subject to recall?
Can you travel if a job requires it?

EDUCATION

High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Postgraduate School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:

Other education or training:
Please rate your computer skills from 1-5, with 5 being proficient: PC or MAC
Other special skills:
Please list any professional organizations to which you belong:

MILITARY EXPERIENCE

Branch of Service:	Dates Served:	Rank at Discharge:
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Education and Training:

WORK EXPERIENCE

Please list previous 10 years of employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.

Employer:	Address:	
From to	Position Held:	Reason for leaving:
Superior's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Salary:	Final Salary:	

Employer:	Address:	
From to	Position Held:	Reason for leaving:
Superior's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

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Description of Duties:	
Starting Salary:	Final Salary:

Employer:		Address:	
From	to	Position Held:	Reason for leaving:
Superior's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Salary:		Final Salary:	

<p>Have you ever been convicted of a crime, felony or misdemeanor?*</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give details, including date(s):</p> <p>* Convictions of fraud, theft or assault will automatically be barred from employment. Any other convictions will be considered based on the following: the nature and date of the offense and the job for which you are applying for, job-related purposes, and only to the extent permitted by applicable law. All employees of Bay Area Turning Point are required to complete and submit a Criminal Background Check before the first day of employment.</p>

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AUTHORIZATION AND ACKNOWLEDGMENTS

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if I am employed, any false statements on this application may be grounds for dismissal.

I authorize investigation of all statements contained in this application. I also grant permission to contact all references listed above, and authorize them to release all information concerning my previous employment and any other pertinent information these references might have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing this information to you.

I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time and without prior notice.

Bay Area Turning Point, Inc. is an Equal Opportunity Employer. It is our policy to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status or any other characteristic protected by federal, state or local law. In addition, we will provide reasonable accommodations for qualified individuals with disabilities. Bay Area Turning Point, Inc. hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

Applicant Signature: _____

Date: _____