

APPLICATION FOR EMPLOYMENT

Hill Country Youth Ranch
P.O. Box 67, Ingram TX 78025

Phone: 830-367-2131
FAX: 830-367-6108

Please complete this application in its entirety. Failure to do so could result in immediate disqualification.

EQUAL OPPORTUNITY EMPLOYER

Position Sought: _____		Date of Application: _____				
Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Date Available to Start: _____			
Last Name:		First Name, Middle Initial:				
		Maiden Name:				
Other legal names by which you have been known:		Social Security Number:				
Physical Address (not a P.O. box number):		City, State, Zip:				
Daytime phone :		Cell phone:	Home phone:			
If you are currently employed, may we contact your place of employment?		Are you at least 21 years of age?				
Texas driver license number:		Is your license active or is it suspended, expired, or revoked?				
Do you have a driver license from another state?		State:	License number:			
List any moving violations you have had in the last three years (36 months):						
Have you ever been charged or convicted of a felony or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Have you ever been convicted of any crimes involving moral turpitude? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If your answer is "Yes", explain in concise detail on a separate sheet of paper, giving the dates and nature of the offense, the name and location of the court, and the disposition of the case. A false statement will disqualify you.						
EDUCATION (Note: you may be required to provide proof of diploma, degree, transcripts, licenses, certifications and registrations.)						
Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 12+						
Did you graduate from high school? <input type="checkbox"/> Yes <input type="checkbox"/> No. If you did not graduate, do you have a GED? <input type="checkbox"/> No <input type="checkbox"/> Yes, date _____						
Type of School	Name and Location of School	Attended From To	Sem/Clock Hrs Completed	Graduated Yes No	Type of Diploma or Degree	Major
High School						
College or University						
Graduate School						
Technical or Vocational School						
Professional license/certification (P.E., R.N., Attorney, C.P.A., etc)		Date Issued	Issued by	License No.	Location No.	Location of Issuing Authority
Have you ever been employed by Hill Country Youth Ranch? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", when?						
Do you have relatives who are or have been employed by HCYR? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", who?						
How did you learn about this employment opportunity at HCYR? <i>(be specific)</i>						

Typing speed: _____ wpm	Are you computer proficient? <input type="checkbox"/> Yes <input type="checkbox"/> No List hardware and software applications with which you are familiar:
Shorthand: _____ wpm	Special Skills/Qualifications: List all other special skills you possess and machines or office equipment you can use, i.e., calculators, printing, graphics equipment, etc.:

Do you speak a language other than English? <input type="checkbox"/> Yes <input type="checkbox"/> No Read? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", which one? Write? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Military Service (*A copy of a report of separation from the Armed Services may be required.*)

Are you a veteran? Yes No If yes, type of discharge: _____ Dates of Service: _____

Please Read the Following Statements Carefully and Indicate Your Understanding and Acceptance by Signing in the Space Provided

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that HYCR will check with the Texas Department of Public Safety, the Federal Bureau of Investigation, the Child Abuse and Neglect Reporting Incident System (CANRIS), and that I will be fingerprinted for any criminal history in accordance with applicable statutes. I further understand that I will be photographed and that HCYR randomly performs controlled substance testing on employees.
4. I understand that HYCR operates under the **Employment at Will** policy, which states that all employees who do not have a written employment contract with the Ranch for a specific fixed term of employment are employed at the will of the Ranch, and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, these employees may terminate their employment at any time and for any reason.
5. If I receive a conditional job offer, I understand that having a pet residing on Ranch is not allowed. I further understand that drugs, alcohol, and pornography are banned on Ranch premises. Past issues regarding drugs, alcohol, and pornography are relevant to our applicant screening process and may be addressed during the interview process.
6. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

This application must be signed **Sign Here >** _____ _____
Applicant's Signature Date

PERSONAL and PROFESSIONAL REFERENCES
(Do not list family or relatives)

Name	Address & Daytime Phone	Relationship & Years Acquainted

EMPLOYMENT HISTORY FOR THE PAST TEN YEARS

List your most recent employment first. You must complete this section even if you have a resume attached

Dates	Company/employer, Supervisor, Complete Address, telephone number.	Title and Duties Performed	Salary	Reason For Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

OTHER RELATED EXPERIENCE, such as internships, volunteer work, etc.

Dates	Organization Name & City	Position & Job Duties
From: To:		
From: To:		
From: To:		

SPECIAL HOBBIES, TALENTS, AND INTERESTS

What do you feel being a good parent means?

Because we work with children who have a variety of problems, at times verbal and even physical aggressiveness may occur. If present during a conflict with or between children, list several interventions you might use to gain control of the situation. What would be your goal?

Give a brief definition of “discipline”.

In working with children from cultural and personal backgrounds different from your own, give an example of a step you might take to build relationship?

If hired, you will live as a role model in front of children, other staff, and the community. How do you feel about living “in a fishbowl”?

Name a personal issue or area of weakness that might surface or be triggered in an environment like Hill Country Youth Ranch. What goal do you have for yourself in that area?

What special talents/skills/interests, strengths, and/or training will you bring to the Hill Country Youth Ranch and how do you think this will benefit the children?