

# Hill Country Council on Alcohol and Drug Abuse, Inc.

## Application for Employment

(An Equal Opportunity Employer)

*Please submit resume with this application*

### Personal Information

Date \_\_\_\_\_

Social Security  
Number

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_  
Street City State Zip

Phone No. \_\_\_\_\_ Are you 18 years or older? Yes  No

Are you prevented from lawfully becoming employed  
in this country because of visa or immigration status? Yes  No

### Employment Desired

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so may we inquire of your present employer? \_\_\_\_\_

Ever applied to this agency before? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

Referred by \_\_\_\_\_

Education	Name and Location of School	No of Years Attended	Did you Graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

### General

Subjects of special study or research work \_\_\_\_\_

Special skills \_\_\_\_\_

Activities: (civic, athletic, etc.) \_\_\_\_\_

Exclude organizations, which indicate your race, creed, sex, age, marital status, color or national origin.

U.S. Military or Naval Service \_\_\_\_\_ Rank \_\_\_\_\_ Present membership in National Guard or Reserves \_\_\_\_\_

(continued on other side)

**Former Employers** (List below last three employers, starting with last one first).

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

Which of these jobs did you like best?

What did you like most about this job?

**References:** Give the names of three persons not related to you, whom you have known at least one year.

Name	Address	Business	Years Acquainted
1.			
2.			
3.			

In case of  
emergency notify:

Name

Address

Phone No.

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Date

Signature

**DO NOT WRITE BELOW THIS LINE**

Interviewed by:

Date:

Remarks:

Neatness:

Ability:

Hired:  Yes  No

Position:

Dept.:

Salary/Wage:

Date reporting to work:

Approved: