



# Communities In Schools

Greater Wichita Falls Area

An Equal Opportunity Employer M/F/D/V\*

## Employee Application

Thank you for your interest in applying with Communities In Schools of Greater Wichita Falls Area. In order to successfully complete the application process, please submit the following items by email to [cis@cisgwf.org](mailto:cis@cisgwf.org) **OR** by mail to 705 8<sup>th</sup> St. #700 Wichita Falls, TX 76301

### Items Required:

- Employee Application
- Cover Letter
- Resume
- Reference Letter from current/previous employer
- Reference Letter from co-worker or acquaintance (not related)
- Reference Letter from co-worker or acquaintance (not related)
- \*If hired, you will be asked to provide post-secondary school transcript

APPLICANT INFORMATION			
Last Name	First	M.I.	
Street Address		Apartment/Unit #	
City	State	ZIP	
Home Phone	Cell Phone	Day Available	
E-mail Address			
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

Due to Background Check, please provide Date of Birth:

REFERENCES	
<i>I, _____ authorize Communities in Schools of Greater Wichita Falls Area to contact the persons or organizations listed below for the purpose of obtaining current and previous employment reference information including information contained in my personnel file(s). These persons are authorized to disclose such information.</i>	
<b>Please list three professional references.</b>	
Full Name	Relationship
Company	Phone (     )
Address	
Full Name	Relationship
Company	Phone (     )
Address	
Full Name	Relationship
Company	Phone (     )
Address	

<b>MILITARY SERVICE</b>	
Branch	From                      To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

<b>DISCLAIMER AND SIGNATURE</b>	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I also agree to a background check and finger printing if required for the position I am applying to.	
Communities In Schools of Greater Wichita Falls Area does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, age, disability, handicap or veteran status or other status as protected by State and Local Laws.	
Signature	Date