

# **PLEASE READ BEFORE YOU COMPLETE YOUR APPLICATION**

## **EMPLOYMENT APPLICATION INSTRUCTIONS**

Thank you for applying for a position with Texas Panhandle Centers. Please read and follow these instructions, so that we may better assist you in your search for employment.

***\*\*All of our positions require that you be at least 18 years old, have a valid Texas driver's license and proof of education (high school diploma, GED or college transcript.) A state issued ID may be accepted in lieu of a Texas driver's license if driving is not a required job duty.***

- ⬇ To submit your application to Human Resources, we require a resume (typed or written), an official high school diploma/GED or college transcript, and if applicable, a copy of your current license
- ⬇ You will only be considered for one position at a time. However, you may list up to 3 positions that you wish to be considered for, in the order of your preference.
- ⬇ If you are applying for a professional or licensed position, you must provide us with an official transcript and a résumé. A copy of an official transcript is acceptable.
- ⬇ If you are applying for a Direct Support Professional or Therapist Technician position, you must provide us with your college transcript indicating you have at least 12 credit hours, **OR** take and pass the 'ABLE' Adult Basic Learning Exam. You may schedule to take the ABLE exam by contacting the receptionist at (806) 358-1681. Your application cannot be considered for employment until you have completed one of these options.
- ⬇ If you are selected for a position, TPC will require submission of your driver's license, Social Security card, and the Authorizations to Run Clearances Forms, to process clearances. These clearances will also be done annually once employed.
- ⬇ You may email the documents to [rayna.henderson@txpan.org](mailto:rayna.henderson@txpan.org) or you may fax the documents to: Human Resources at **(806) 351-3343**; however, some documents do not fax well and may need to be submitted in person or by mail.
- ⬇ If you need assistance in completing your application, please do not hesitate to contact us at (806) 358-1681.

**THANK YOU!**

[www.texaspanhandlecenters.org](http://www.texaspanhandlecenters.org)



# TEXAS PANHANDLE CENTERS EMPLOYMENT APPLICATION

901 WALLACE BLVD P O. Box 3250 AMARILLO, TEXAS 79116 (806) 358-1681 FAX (806) 351-3343

### AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, AT-WILL EMPLOYER

PLEASE PRINT OR TYPE (USE BLUE/BLACK INK ONLY). Fill out the application form *completely*; if questions are not applicable, enter 'NA'. Do not leave questions blank. Resumes, typed or written are **REQUIRED**. Please sign the application when it is complete.

TODAY'S DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

Driver's License Number: \_\_\_\_\_  
State Number

LIST OTHER NAMES USED \_\_\_\_\_  
Maiden Name, etc.

ADDRESS (Current): \_\_\_\_\_ PHONE #: \_\_\_\_\_  
Street City State Zip Code

(Permanent): \_\_\_\_\_ PHONE #: \_\_\_\_\_  
Street City State Zip Code

Email: \_\_\_\_\_  
(1) Position Desired: \_\_\_\_\_  
(2) Position Desired: \_\_\_\_\_  
(3) Position Desired: \_\_\_\_\_

**Resumes, typed or written, are REQUIRED.** If you do not have a resume, please attach a separate piece of paper titled Resume and list your education (name of institution, dates of attendance and graduation date), previous employers (dates of employment and job responsibilities), and licensures or certifications.

Where did you learn of this job opportunity?  Indeed  Newspaper  Career Fair  Radio Ad  Other \_\_\_\_\_

Date Available for Work: \_\_\_\_\_

Do you have any relatives currently employed by TPC? Yes  No

If 'yes', list names, relationships, and locations of employment: \_\_\_\_\_

Have you ever worked for Texas Panhandle Centers, Texas Panhandle MHMR, or Texas Panhandle Mental Health Authority? \_\_\_\_\_ If you answered yes, enter the name of the organization, dates of employment, and your job title:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of, pled guilty, or pled no contest to any criminal offenses by a federal, state, county, or municipal court? \_\_\_\_\_

Please be advised that answering yes will not automatically bar you from employment, unless applicable laws require such; however, the failure to disclose an offense will be grounds for ineligibility and/or termination. If you answered yes, please describe in detail.

Current Licensures/Certifications/Registrations (Indicate type, date of issue, and expiration dates) \_\_\_\_\_

Have there ever been any adverse actions taken towards your current or previous Licensures/Certifications/or Registrations? \_\_\_\_\_

If Yes, please explain in detail:

May TPC contact your PRESENT employer? \_\_\_\_\_

May TPC contact your PREVIOUS employers? \_\_\_\_\_

Have you ever been discharged or asked to resign because of unsatisfactory conduct or performance of duties?  Yes  No

If 'Yes', please explain:

As Texas Panhandle Centers contacts references, please provide four (4) professional references (Names and Phone Numbers). Examples of professional references may include: current or former co-workers, teachers, professors, colleagues, or advisors.

Reference Number 1:	_____	_____	_____
	<b>Name</b>	<b>Phone Number</b>	<b>Affiliation</b>
Reference Number 2:	_____	_____	_____
	<b>Name</b>	<b>Phone Number</b>	<b>Affiliation</b>
Reference Number 3:	_____	_____	_____
	<b>Name</b>	<b>Phone Number</b>	<b>Affiliation</b>
Reference Number 4:	_____	_____	_____
	<b>Name</b>	<b>Phone Number</b>	<b>Affiliation</b>

*I hereby certify that the foregoing statements, as well as those on any attachment(s) to this form, are to the best of my knowledge true, and that they were given of my own free will. I agree that any misstatement(s) or omissions as to material facts will constitute grounds for unfavorable consideration or dismissal from employment. All offers of employment are conditioned on the results of a pre-employment hiring clearance to determine if there is anything in an applicant's history which would present a contraindication to employment in the position for which considered. By signing this statement the applicant acknowledges that an offer of employment does not constitute a contractual agreement and that TPC is an 'at-will' employer.*

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

EEO DATA CARD

DISCLAIMER: This information does not become a part of the hiring process, nor will the information be considered by those involved in the hiring process. This data is being collected under EEOC monitoring requirements.

NAME: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

WHERE DID YOU LEARN ABOUT THIS JOB? (Please be very specific): \_\_\_\_\_ Friend

\_\_\_\_\_ Newspaper – Name of Newspaper \_\_\_\_\_ Radio - Which Station?

\_\_\_\_\_ TV – Which Station? \_\_\_\_\_ TPC Website \_\_\_\_\_ TPC Job line

\_\_\_\_\_ Other Website (Please specify) \_\_\_\_\_ Other (Please specify)

SOCIAL SECURITY NUMBER: \_\_\_\_\_

MALE ( ) FEMALE ( )

CHECK ONE ONLY:

PLEASE CHECK:

- ( ) White (but not of Hispanic origin)
- ( ) Black (but not of Hispanic origin)
- ( ) Hispanic: All person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race
- ( ) Asian or Pacific Islanders
- ( ) American Indian or Alaskan Native

Are you a Veteran? ( ) YES ( ) NO

OPTIONAL:  
Are you handicapped? ( ) YES ( ) NO

DATE OF BIRTH: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_