



Please read the following information before completing this application:

GENERAL INFORMATION: ALL POSITIONS

Please do not complete the application if any of the following information will prevent you from accepting a position if it should be offered to you.

1. Starting Pay:
 - Receptionist** (\$7.25/hr) •**Administrative Support Tech** (\$7.25/hr) •**Program Tech** (\$7.25/hr)
 - CI w/less than 2000 hours** (\$12/hr) •**CI w/2000+ hours** (\$13.00/hr)
 - Prevention Specialist I** (\$23,000 year)
2. We offer two weeks paid vacation annually for full time staff (Permanent part time employees receive a pro-rated benefit).
3. We offer a paid sick leave policy of 15 days per year for F/T employees. (Permanent part time employees receive a pro-rated benefit).
4. We offer 9 paid holidays annually for full time staff.
(Does not apply to any part time staff).
5. Must be a High School Grad or have a GED.
6. Must have a good driving record and be insurable through our insurance agent.
7. At this time, we are unable to provide Major Medical health insurance or retirement benefits. However, we offer supplemental policies from AFLAC through payroll deduction.
8. All applicants are subject to an initial criminal background check and pre-employment drug screen, as well as random drug screens throughout employment if applicable. Employment is not guaranteed upon completion of the criminal background check and/or drug screen.

*Thank you for your interest in joining the professional staff of the
Alcohol & Drug Abuse Council for the Concho Valley.*



**APPLICATION FOR EMPLOYMENT
WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

Position(s) Applied for: _____

Date: _____

Last Name

First Name

Middle Name

Address Number/Street

City State Zip

Phone

Driver's License Number

Have you ever applied here before? _____

Have you ever worked here before? _____

Where, and in what position? _____

If applying for a position that requires shift work, will you work any shift? YES NO

If not, what hours are you willing to work? _____

EDUCATION

| | Name & Location of School | Years Attended | Graduated | Major |
|---------------------|---------------------------|----------------|-----------|-------|
| High School | | | | |
| College/ University | | | | |
| Other Schools | | | | |

Subject of Special Study? _____

Computer Experience/Education: _____

Military Experience: Yes No From _____ To _____ Rank _____

National Guard Reserves? _____

Have you ever had any job-related training in the United States Military? _____

Explain: _____

Referred By: _____

Date you can start? _____

Salary Range: _____

REFERENCES

Give Name, Address, and Phone Number of three references who are not related to you and are not previous employers:

1. _____
2. _____
3. _____

EMPLOYMENT HISTORY

| Month/Year | Employers Name, Address & Phone | Salary | Position | Reason for Leaving |
|------------|---------------------------------|--------|----------|--------------------|
| | | | | |
| | | | | |
| | | | | |

Studies/Experience, which additionally qualify me for this position: _____

May we contact your present employer? _____

Have you ever been arrested for any criminal offense including misdemeanor, felony, or do you currently have any criminal charges including misdemeanor or felony pending against you in any court or any jurisdiction?

If yes, please explain: _____

Have you ever been convicted or granted a pre-trial diversion, deferred adjudication or probation for any of these offenses? If yes, please explain: _____

I hereby authorize and request any or all of my former employers or any other person or corporation to furnish information concerning my personal background. I hereby release any such employer or other person, firm or corporation from or all liability by reason of furnishing the requested information. I understand that if employed; 1) any misrepresentain or omission of facts requested in this applicaion is cause for dismissal and 2) my employment is for no definite period, and I may, regardless of the date of payment of my wages or salary, be terminated at any time without prior notice.

Signature

Date