

Please read the following information before completing this application:

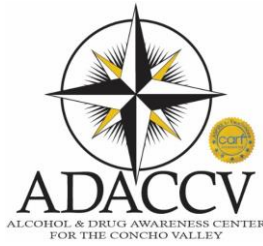
GENERAL INFORMATION: ALL POSITIONS

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. We offer two weeks paid vacation annually for full time staff (**Permanent part time employees receive a pro-rated benefit**).
2. 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**).
3. We offer 10 paid holidays annually for full time staff. (**Does not apply to any part time staff**)
4. Must be a High School Graduate or have a GED.
5. Must have a good driving record and be insurable through our insurance agent.
6. We offer major medical health insurance through shared cost with employees. Dental and vision insurance are available. We also offer supplemental policies from AFLAC through payroll deduction.
7. 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.

Mission Statement

The mission of the Alcohol & Drug Awareness Center for the Concho Valley is to save lives and create healthier communities.



**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 (circle one)

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? _____

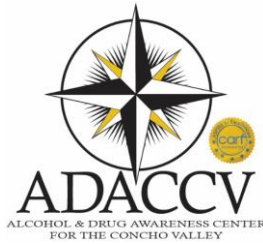
Have you ever had any job-related training in the United States Military? _____

Explain: _____

Referred By: _____

Date you can start? _____

Salary Range: _____



REFERENCES

Please give Name, Address, and Phone Number of three professional references (Not family):

1. _____
2. _____
3. _____

EMPLOYMENT HISTORY

MONTH/YEAR	EMPLOYER'S NAME, ADDRESS AND 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 misrepresentation or omission of facts requested in this application 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