



MHMR SERVICES FOR THE CONCHO VALLEY

1501 W. Beaugard San Angelo, TX 76901-4004 (325) 658-7750 FAX (325) 658-8381
www.mhmrcv.org

A COMMUNITY MENTAL HEALTH MENTAL RETARDATION CENTER

Application for Employment

An Equal Opportunity Employer

INSTRUCTIONS:

Please print in black ink or type. Fill out application form completely. If a question is not applicable, enter "NA". Do not leave questions blank. Resumes will not be accepted in place of a completed application. A separate application is required for each position vacancy. Sign and date application when completed. Read page 4 for more information.

Name _____ Social Security No. _____
(Last) (First) (MI)

Mailing Address (Current) _____
(Street) (City) (State) (Zip Code)

Phone No. _____ Alternate Phone No. _____

List any other names used if different from name given on this application. _____

Driver's License No. _____
State Number

List exact title of position for which you wish to apply: _____

Full-time Part-time Other _____ Date available to work _____

EDUCATION

Select Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12 Did you graduate/achieve GED? Yes No

Type of School	Name and location of school	Dates Attended				Sem./Clock Hours Completed	Graduated		Expected Graduation Date	Type of Diploma or Degree	Major/Minor Field of Study
		From		To			Yes	No			
		Mo.	Yr.	Mo.	Yr.						
Undergraduate Colleges or Universities											
Graduate Schools											
Technical, Vocational, or Business Schools											

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

License/Certification	Date Issued	Date Expires	License No.	Issuing Authority (city & state)

EMPLOYMENT HISTORY (Start with most recent)

Employer: _____

Position Title: _____

Immediate Supervisor: _____

Mailing Address: _____

Employer's Phone No.: _____

Brief description of job: _____

Starting Date			Leaving Date		
Mo.	Day	Yr.	Mo.	Day	Yr.

Current/Final Salary	Full-time	Part-time	Other

Reason for leaving: _____

Employer: _____

Position Title: _____

Immediate Supervisor: _____

Mailing Address: _____

Employer's Phone No.: _____

Brief description of job: _____

Starting Date			Leaving Date		
Mo.	Day	Yr.	Mo.	Day	Yr.

Current/Final Salary	Full-time	Part-time	Other

Reason for leaving: _____

Employer: _____

Position Title: _____

Immediate Supervisor: _____

Mailing Address: _____

Employer's Phone No.: _____

Brief description of job: _____

Starting Date			Leaving Date		
Mo.	Day	Yr.	Mo.	Day	Yr.

Current/Final Salary	Full-time	Part-time	Other

Reason for leaving: _____

EMPLOYMENT EXPERIENCE *continued*

Name of Employer	Title	Location	Dates

May your current employer be contacted by MHMR Services for the Concho Valley? Yes No

SPECIAL SKILLS/QUALIFICATIONS

List all special skills you possess and machines or office equipment you can use. _____

Do you speak a language other than English? Yes No Language: _____

MILITARY SERVICE

Dates of Service (From/To) _____ Type of Discharge _____

VOLUNTEER EXPERIENCE

Please list any applicable volunteer experience. _____

Are you currently or have you ever been a volunteer for MHMR Services for the Concho Valley?
Yes No

If yes, please specify type of program and date of volunteerism. _____

OTHER INFORMATION

1. Do you have relatives currently employed with MHMR Services for the Concho Valley? Yes No
If yes, list the name and relationship.

2. Have you ever been discharged or asked to resign from a job because of unsatisfactory conduct or performance of duties? Yes No If yes, please explain:

3. Have you ever been convicted by Federal, State, or any other law enforcement authorities for any violation of any Federal, State, County, or Municipal Law, Regulation, or Ordinance? (Do not include anything that happened before your 14th birthday.) Yes No If yes, please explain:

PERSONAL REFERENCES

List two character references other than relatives.

Name _____

Name _____

Address _____

Address _____

Phone No. _____

Phone No. _____

Relationship _____

Relationship _____

GENERAL INFORMATION:

If you meet the required qualifications for the position and your application is fully completed, it will be forwarded to the supervisor who is responsible for scheduling and conducting interviews. Due to volume of applications received, only applicants selected for interview will be contacted. The Human Resource Department is not involved in the scheduling of interviews. Please do not contact the Human Resource Department to request an interview.

Applications will remain active for three months from date signed. To maintain active status, it is your responsibility to update the application every three months by contacting the Human Resource Department by phone.

A copy of your High School diploma, GED, or certified college transcript is not required with submission of your application, but is preferred. However, should a job offer be made, we will need immediate proof that you meet the educational requirements. A certified college transcript or copy of High School diploma/GED (whichever applicable) must be in employee file within 60 days to maintain employment.

INELIGIBILITY:

Convictions of criminal offenses which constitute an absolute bar to employment are: criminal homicide; kidnapping and unlawful restraint; indecency with a child; sexual assault; aggravated assault; injury to a child, elderly individual or individual with a disability; abandoning or endangering a child; aiding suicide; agreement to abduct from custody; sale or purchase of a child; arson; robbery; aggravated robbery; illegal drug offense; a conviction under the laws of another state, federal law, or the Uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense listed above; and felony conviction for theft which occurred within the previous five years. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine eligibility for employment. Falsification of the application for employment is grounds for dismissal. According to the Texas Administrative Code for MHMR Centers, a conviction is defined as: The adjudication of guilt, plea of guilty or nolo contendere (no contest), or the assessment of probation or community supervision for a violation of the Penal Code.

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED.

- I certify that this application contains no willful misrepresentation or falsification and that the information given by me is true and complete to the best of my knowledge and belief.
- I acknowledge that I have read and understand MHMR’s Notice of Insurability. To my knowledge, I do not meet the guidelines to determine me in a “poor driver” status. I authorize MHMR to check my motor vehicle record. I understand that the information concerning my driving record will be used as consideration for employment. If it is determined that I am not insurable through MHMR’s insurance, I will not meet the requirements of the job and may not be hired. If already employed, I may be subject to termination.
- I understand that offers of employment are contingent upon pre-employment drug testing.
- I understand that MHMR Services for the Concho Valley will check with the Texas Department of Public Safety and other organizations for any criminal history in accordance with applicable statutes.
- I understand that should investigation disclose misrepresentation, omission of information or falsification, my application will be rejected and I will be declared ineligible for employment and if hired, termination.

This application must be signed to be considered for employment.

Signature-Applicant

Date

APPLICANT EEO DATA FORM

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

Last Name		First Name		Middle	
Social Security No.		Date of Birth		Driver's License #	
State					
Sex Male Female	Marital Status Single Married	Veteran Yes No	Spouse of Veteran Yes No	Orphan of Veteran Yes No	
Job Posting Title					
Address		City		State	Zip Code
Home Phone			Alternate Phone		
Ethnic Origin					
W-White		B-Black	H-Hispanic	P-Asian/Pac. Islander	I-Am. Ind/Alaskan
O-Other					
How did you find out about this job?					
Other MHMR Employee			Texas Workforce Commission		
Job Posting on Bulletin Board			Local University Website		
Newspaper			Phone/ Job Line		
Human Resource Office			Other:		

Signature – Applicant

Date

White (Not of Hispanic origin) – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black (Not of Hispanic origin) – All persons having origins in any of the Black racial groups of Africa.

Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.