

# Ben Richey Boys Ranch & Family Program Employment Application

**Date:** \_\_\_\_\_ **Position Applying For:** \_\_\_\_\_

This application form is intended for use in evaluating your suitability for employment with this organization. This is not an employment contract or a guarantee of employment. Please answer all questions completely. We will consider all qualified applicants without regard to sex, race, age, national origin, disability, or veteran status.

**Ben Richey Boys Ranch & Family Program's Core Values are:**

- Reflecting Jesus in words and actions
- Appreciating our own and our work families
- Normalizing a trauma-informed culture
- Caring for others without enabling
- Helping others build and utilize positive life skills by modeling and teaching

*Please print legibly and use additional pages if needed.*

**PERSONAL INFORMATION:**

*Name:* \_\_\_\_\_  
Last First Middle

*Phone Number(s):* \_\_\_\_\_

*Current Address:*

\_\_\_\_\_  
Street City State Zip

*Length of time at current address:* \_\_\_\_\_

*Previous Address:*

\_\_\_\_\_  
Street City State Zip

*Length of time at previous address:* \_\_\_\_\_

*Email:* \_\_\_\_\_

Are you 18 years of age or older? \_\_\_\_\_ Yes \_\_\_\_\_ No

How did you hear about Ben Richey Boys Ranch & Family Program? \_\_\_\_\_

**EDUCATION:**

Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 13+

**High Schools/Technical Schools/Colleges/Universities Attended**

<b>Name of School</b>	<b>City, State</b>	<b>Degree Earned</b>
-----------------------	--------------------	----------------------


**JOB RELATED SKILLS:**

Are you fluent in English? \_\_\_\_\_ Yes \_\_\_\_\_ No Other languages? \_\_\_\_\_

Do you have a valid driver's license(s)? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, please enter info below)

<b>State</b>	<b>License Number</b>	<b>Type of License</b>	<b>Expiration Date</b>
--------------	-----------------------	------------------------	------------------------


Describe specialized licenses, certifications, training, apprenticeship, skills, etc. \_\_\_\_\_

List any applicable professional, volunteer, or civic activities and/or offices held: \_\_\_\_\_

\_\_\_\_\_

**SECURITY:**

*In which states or countries have you lived in the past 5 years?* \_\_\_\_\_

*Have you used any names or Social Security numbers other than the one used currently?*

\_\_\_\_\_ Yes      \_\_\_\_\_ No      *If yes, please list:* \_\_\_\_\_

*Are you currently under indictment for, or has an official criminal complaint been filed against you, alleging commission of a felony or misdemeanor?*

\_\_\_\_\_ Yes      \_\_\_\_\_ No      *If yes, please complete the info below:*

Date	City, State	Charge(s)
------	-------------	-----------


*Have you ever been convicted, pled guilty or no contest to a felony offense? If so, please explain:*

\_\_\_\_\_

\_\_\_\_\_

For purposes of employment with Ben Richey Boys Ranch & Family Program, "convictions" include sentenced to, confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution.

I, \_\_\_\_\_ agree to immediately notify Ben Richey Boys Ranch & Family Program if I am convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to a felony, or any crime involving dishonesty or a breach of trust, while my application is pending or during my period of employment, if hired.

**MILITARY:**

*Have you ever served in the military?*      \_\_\_\_\_ Yes      \_\_\_\_\_ No

*If yes, which branch of service (Army, Navy, etc.)?* \_\_\_\_\_

*Date entered:* \_\_\_\_\_      *Date discharged:* \_\_\_\_\_

*Final rank:* \_\_\_\_\_      *Type of Discharge:* \_\_\_\_\_

**HEALTH:**

*Are you able to perform the duties of the job for which you are applying, with or without accommodation?*

\_\_\_\_\_ Yes      \_\_\_\_\_ No      *Accommodation needed:* \_\_\_\_\_

**PERSONAL REFERENCES:**

Do NOT include family members or previous employers. You must provide at least 4 personal references.

Personal reference 1:

*Name:* \_\_\_\_\_

*Phone Number:* \_\_\_\_\_ *Email Address:* \_\_\_\_\_

*Number of Years Known:* \_\_\_\_\_

Personal reference 2:

*Name:* \_\_\_\_\_

*Phone Number:* \_\_\_\_\_ *Email Address:* \_\_\_\_\_

*Number of Years Known:* \_\_\_\_\_

Personal reference 3:

*Name:* \_\_\_\_\_

*Phone Number:* \_\_\_\_\_ *Email Address:* \_\_\_\_\_

*Number of Years Known:* \_\_\_\_\_

Personal reference 4:

*Name:* \_\_\_\_\_

*Phone Number:* \_\_\_\_\_ *Email Address:* \_\_\_\_\_

*Number of Years Known:* \_\_\_\_\_

**EMPLOYMENT HISTORY:**

Have you ever applied for employment to this organization before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when? \_\_\_\_\_

**Former Employers:**

List ALL employers you have had in the past 10 years, starting with the current or most recent first. Include part-time and temporary positions and any military service. Also list any periods of unemployment in the last 10 years.

We will contact the employers listed unless you indicate those you do not want us to contact. If you do not want us to contact a previous employer, please state why.

1. Name of Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone #: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2. Name of Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone #: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3. Name of Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone #: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

4. Name of Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone #: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

5. Name of Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone #: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## **AFFIDAVIT**

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or any interviews may be grounds for my immediate dismissal.

I hereby authorize Ben Richey Boys Ranch & Family Program to contact any company or individual it deems necessary to investigate my employment history, character, and qualifications. I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy, or any other reason because of their statements.

I agree that if I am employed, I will abide by all the rules and regulations of Ben Richey Boys Ranch & Family Program. I understand that the taking of drug and alcohol tests when given pursuant to company policy are a condition of continued employment and refusal to take such tests when asked will be grounds for my immediate termination. I further understand that nobody at Ben Richey Boys Ranch & Family Program is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of the Ben Richey Boys Ranch & Family Program Board of Directors. I also understand that my employment is "at-will" and may be terminated by myself or by Ben Richey Boys Ranch & Family Program at any time for any reason or no reason at all, with or without prior cause.

I further understand that prior to employment I must agree to a FBI Criminal Background Check, and any derogatory information may be cause for my non employment.

---

Applicant's Signature

---

Date

## Pre-Employment Affidavit for Applicants for Employment at Certain Child Care Operations

The following affidavit is offered to satisfy the requirement of Texas Human Resources Code Section 42.0563, in accordance with Texas Civil Practices and Remedies Code Section 132.001.

Texas Human Resources Code Section 42.0563 requires an applicant for a position of employment at a General Residential Operation, Licensed Child Care Center, School-Age Program, Before and After-School Program, Licensed Child Care Home, and Registered Child Care Home to complete and submit, to the employing entity, this pre-employment affidavit disclosing whether the applicant has ever been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

This affidavit should be completed by the applicant during the application process and does not require notarization. The applicant may attach additional documentation to this form to support that a **charge** the applicant lists below was determined to be **false** (e.g., copy of the associated police report, certified copy of a court document, or extra pages which list all relevant facts), but this form must be completed in its entirety.

**I swear or affirm the following:**

- I **have never** been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.
- I **have been** charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The following are all relevant facts pertaining to the charge, adjudication, or conviction:

List all relevant facts for each **charge**, including whether the charge was determined to be **true** or **false**. Examples of facts include but are not limited to: details about the incident, responding law enforcement agency and date of the charge. If you do not have any charges, write **none**.

**Charge:**

The charge was determined to be:  True  False

**Charge:**

The charge was determined to be:  True  False

List all relevant facts for each **adjudication**. Examples of facts include but are not limited to: details about the incident, responding law enforcement agency and date of the adjudication. If you do not have any adjudications, write **none**.

List all relevant facts for each **conviction**. Examples of facts include but are not limited to: details about the incident, responding law enforcement agency and date of the conviction. If you do not have any convictions, write **none**.

### Declaration of Applicant

I declare under penalty of perjury that the foregoing is true and correct. I understand that failure to disclose the information required by this affidavit is grounds for termination of employment.

Printed Name (First, Middle, Last):

Date of Birth:

Address (Street, City, State, Zip Code, Country):

Signature \_\_\_\_\_

Signed on \_\_\_\_\_, in state of \_\_\_\_\_, County of \_\_\_\_\_.