

STILLCREEK RANCH

APPLICATION FOR EMPLOYMENT

Please answer every question and print neatly or type.

I. BASIC INFORMATION

Position applying for: _____ Today's date: _____

Full Name: _____

Address: _____

Home Phone: (_____) _____ - _____ SSN: _____ - _____ - _____

Cell Phone: (_____) _____ - _____ Email: _____

Date of Birth: _____ Are you legally eligible for employment in the US? Yes No

How were you referred to still creek ranch? Newspaper TV Online Word of Mouth

Other: _____

II. EMERGENCY CONTACT INFORMATION

Emergency Contact Name: _____ Relationship: _____

Cell Phone: (_____) _____ - _____ Alternative Phone: (_____) _____ - _____

III. INTENT

What date are you available to begin work? _____

Your minimum salary requirement: \$ _____ (please circle one:) hourly / annually

Please use the space below to state your interest in working with children:

IV. APPLICATION ACKNOWLEDGEMENTS

Please initial the notices below to acknowledge:

_____ This application is valid only for the current position of employment for which it is provided.
Applications are considered active only for a thirty-day period. Still Creek Ranch is an at will employer.

_____ In compliance with federal law including provisions of the Rehabilitation Act of 1973, Still Creek Ranch does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, age, disability or military service in employment. Under federal law SCR may discriminate on the basis of religion in order to fulfill its purpose.

_____ Still Creek Ranch maintains a smoke-free and alcohol and drug free environment.

_____ Still Creek Ranch is a quality professional ministry for boys and girls that manifest Christian compassion and healing. We expect all of our employees to conduct their professional and personal affairs in a manner, which presents a positive role model for our children.

V. PERSONAL INFORMATION

Do you have any physical or mental limitations that would hinder you from performing the essential qualifications for the position you are applying for? Yes No

If yes, explain: _____

Have you worked for Still Creek Ranch before? Yes No

If yes, when: _____ Job Title: _____

Can you travel if need be? Yes No

VI. DRIVING RECORD AND AUTO INSURANCE

Do you have a valid, active driver's license? Yes No

Driver's License Number: _____ State: _____

Have you had 3 or more traffic violations or accidents in the past 3 years? Yes No

Have you ever had your license suspended or revoked? Yes No

Do you currently have auto insurance? Yes No

Insurance Company: _____ Policy #: _____

List any moving violations in the past 3 years for which you pled guilty or paid a fine:

Date: _____ Type: _____

Date: _____ Type: _____

VII. MARITAL STATUS

Please check those which apply below:

- Single (Never Married)
- Married Date of marriage: (____/____/____)
- Divorced Date of divorce: (____/____/____)
- Widow

Please list your dependents below:

Dependent1 Name: _____ Sex (circle one): F / M

Relationship: _____ DOB: ____/____/____

Dependent2 Name: _____ Sex (circle one): F / M

Relationship: _____ DOB: ____/____/____

Dependent3 Name: _____ Sex (circle one): F / M

Relationship: _____ DOB: ____/____/____

VIII. RELIGIOUS AFFILIATION

Church Name: _____

Church Denomination: _____ Church Phone: (____) _____ - _____

Church Website: _____ Pastor Name: _____

IX. MILITARY EXPERIENCE

Have you served in the military? Yes No Branch of Service: _____

Discharge Received: _____

A less than honorable discharge is not an automatic ban to employment. The circumstances will be considered in relation to the position for which you are applying.

X. ADMINISTRATIVE SKILLS: (office positions only)

Typing WPM: _____ Shorthand WPM: _____

Please list business machines or equipment you can operate: _____

XI. CRIMINAL HISTORY

Have you ever been convicted of or pled no contest to any crime that would constitute a felony? (Please list even if your record has been expunged or cleared) Yes No

Felony Degree: _____ Type: _____

State / County: _____ Date: _____

Explain: _____

Sentence / Fine: _____

XII. EDUCATIONAL BACKGROUND

Please list in the table below all of your educational background including high school diploma, GED, certifications, or any degrees.

Institution	Degree/Certificate and Field of Study	Year Start	Year End	Degree Completed? (Y/N)	Hours Completed

XIII. ADDITIONAL CREDENTIALS

Drug/Alcohol Counseling: Yes No Date: _____

Medication Training: Yes No Date: _____

Behavior Management Training: Yes No Date: _____

First Aid/CPR? Yes No Date: _____

Please list any professional license(s) you hold (if not listed above): _____

Please list any relevant job skills or qualifications which you would like to be considered: _____

XIV. PROFESSIONAL REFERENCES

Reference1 Name: _____ Phone Number: (_____) _____ - _____

Email: _____

How long have you known this person? _____

This person's profession: _____

Reference2 Name: _____ Phone Number: (_____) _____ - _____

Email: _____

How long have you known this person? _____

This person's profession: _____

Reference3 Name: _____ Phone Number: (_____) _____ - _____

Email: _____

How long have you known this person? _____

This person's profession: _____

XV. EMPLOYMENT HISTORY

Employer #1: _____ Supervisor: _____

Job Title: _____ Exempt Employee Hourly Employee

Address: _____

City: _____ State: _____ Zip Code: _____

Employed From: ____/____/____ To: ____/____/____ Salary: _____

Work Performed: _____

May we contact the above employer? Yes No Contact Number: (____)____-_____

Employer #2: _____ Supervisor: _____

Job Title: _____ Exempt Employee Hourly Employee

Address: _____

City: _____ State: _____ Zip Code: _____

Employed From: ____/____/____ To: ____/____/____ Salary: _____

Work Performed: _____

May we contact the above employer? Yes No Contact Number: (____)____-_____

Employer #3: _____ Supervisor: _____

Job Title: _____ Exempt Employee Hourly Employee

Address: _____

City: _____ State: _____ Zip Code: _____

Employed From: ____/____/____ To: ____/____/____ Salary: _____

Work Performed: _____

May we contact the above employer? Yes No Contact Number: (____)____-_____

XVI. SHORT ANSWER QUESTIONS *(all applicants please complete)*

Please answer the following question on your own. Attach additional sheets for your answers if needed. These questions are designed so that we may learn more about you and your suitability for employment in our organization.

1. Please explain the reasons for your interest in working directly or indirectly with children / youth.

2. How would you describe a “good” child?

3. How would you describe a “bad” child?

4. How would you describe a “good youth worker”?

5. What techniques best demonstrate “proper discipline for children”?

6. What are your three greatest strengths in working with children?

7. What are your three greatest weakness in working with children?

8. Describe the most frustrating experience you have ever had with children:

9. Describe the most rewarding experience you have ever had with children:

10. What causes you stress and how do you deal with it?

11. How do you handle feelings of anger and frustration towards others?

XVII. HOUSEPARENT DEPENDENTS (*houseparent applicants only*)

Do you have dependent, school-age children? Yes No

Do you home-school your children? Yes No

Do your child / children have any special challenges, behavioral problems or needs that would affect the environment of our residents or that would affect your ability to perform your job duties?

Yes No

If yes, please describe below: _____

If any of the children/dependents listed in Section XII do NOT reside with you full time, please explain:

Do you have pets? Yes No

If Yes, how many and what kind? _____

Would you consider getting rid of your pet? Yes No

XVIII. HOUSE PARENT STATE LICENSING (*houseparent applicants only*)

Campus Preference: Boys Ranch Girls Ranch

Has the Texas Department of Family and Protective Service or any other agency registered or listed you to care for children? Yes No

If yes, when were you registered or listed? From: _____ To _____

In which county, or counties, were you registered? _____

If you were registered under another name, what was the name? In what state was this name registered?

What kind of license did you have? _____

Are you now a foster parent? Yes No

Have you ever been denied a permit to care for children? Yes No

If yes, in what county or counties? _____

Have you ever had a permit revoked or suspended? Revocation Suspension Neither

If yes, in what county or counties? _____

Has an operation that you owned or operated ever been placed on probation? Yes No

If "yes" when was it placed on probation? _____

What was the reason? _____

Have you or any person in your household ever been investigated for abusing or neglecting a child by any of the following agencies (*check is yes*)?

- Child Protective Services of the Texas Department of Family and Protective Services
- County Child Welfare Agency
- Law enforcement agency (police, sheriff, etc.)
- Other: _____

XIX. HOUSEPARENT HOUSEHOLD CRIMINAL CHARGES (*houseparent applicants only*)

Have any individuals in your household ever been convicted of a felony or misdemeanor? Yes No

If yes, give name of person(s): _____

Date of conviction: _____ Location: _____

Please provide detail related to any charges or convictions referenced above: _____

XX. GENERAL RELEASE

Please initial next to each item below to acknowledge:

_____ I authorize the individuals listed above as personal references to release any personal information that may pertain to my work habits or work performance.

_____ I agree that any misrepresentations made by me on the application or during related interviews may result in the withdrawal of an offer of employment or termination of employment if I have begun work without any obligation or liability to me except for payment for actual services rendered.

_____ I certify that this information contains no willful misrepresentation or falsification and that it is true and complete to the best of my knowledge and belief. I hereby authorize Still Creek Ranch

to contact the persons listed on this form. I understand that the STILL CREEK RANCH may contact others and, at any time seek verification of any and all information on this form. I understand that any willful misrepresentation is cause for immediate denial of the application or later revocation of the job.

_____ I hereby authorize STILL CREEK RANCH or its representatives to verify any information contained in this application and/ or the attachments.

_____ I further authorize STILL CREEK RANCH to verify and / or secure other information relating to my employment with STILL CREEK RANCH including but not limited to education and training data, previous employment data, driving records, and arrest / conviction records, etc.

_____ Employment at Still Creek Ranch involves working with at risk youth and may be very stressful at times. Any past experience with emotional or nervous disorders should be considered prior to accepting a position with this organization. If hired, I agree to conform to the policies and procedures of Still Creek Ranch. I understand that Still Creek Ranch is an "at will" employer, and that my employment may be termination at any time, with or without cause and without notice, at the option of either the employee or Still Creek Ranch.

Applicant Printed Name

Signature

Date

FOR EMPLOYER'S USE ONLY

Interview Scheduled Yes No Date of Interview: _____

Interviewer Names: _____

Personal References Checked: Reference1 Reference2 Reference3

Employment Reference Checked: Employer1 Employer2 Employer3

Hired: Yes No Reason Not Hired: _____

Job Title: _____ Date of Employment: _____ Starting Salary: _____

NOTICE AND ACKNOWLEDGMENT
[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

NOTICE REGARDING BACKGROUND INVESTIGATION

Still Creek Ranch ("the Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Global HR Research, 9530 Marketplace Road, Suite 301, Fort Myers, FL 33912, Office: (239) 274-0048, Toll Free: 1-800-790-1205, website: www.globalhrresearch.com or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Still Creek Ranch to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. You may also contact the Company to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days.

New York applicants or employees only: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report,

Oregon applicants or employees only: Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that the Company has not maintained secured records is available to you upon request.

Washington State applicants or employees only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Global HR Research, another outside organization acting on behalf of Still Creek Ranch, and/or Still Creek Ranch itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

DATE

PRINT NAME

SIGNATURE OF EMPLOYEE OR PROSPECTIVE EMPLOYEE

SOCIAL SECURITY NUMBER

Date of Birth (For Background Purposes Only)

Drivers License Number State

Current Address:

State: _____

Previous Addresses (Last 7 years):

State(s): _____

Any other names I have been known by (including maiden name): **(Please complete if applicable)**

Still Creek Ranch needs the date, your Full Name, Signature, Social Security #, and Date of Birth in order to run the background check. Please list which states you have lived in, but you do not need to list specific street addresses.