



Job Application

Applicants please fill in ALL blanks accurately and legibly in ink. Application materials **cannot** be returned, and High Sky Children's Ranch cannot make copies. Incomplete applications will not be Considered.

Personal Information

Full

Name _____

Are you at least
18 years old?

☐

Yes

☐

No

Email
address _____

Mailing

Address _____

City _____

State _____

Zip _____

Primary Phone
Number _____

Secondary Phone
Number _____

Position Information

Position Applying
for (required) _____

Desired
Salary _____

Shift

Preference

☐

Day

☐

Evening

☐

Night

Available

Date: _____

I prefer

☐

Full-time

☐

Part-time

☐

Seasonal

☐

Temporary

Have you ever worked for High
Sky Children's Ranch?

☐

Yes

☐

No

If yes give
dates _____

Have you ever applied to work at
High Sky Children's Ranch?

☐

Yes

☐

No

If yes give
dates _____

Do you have relatives employed
at High Sky Children's Ranch?

☐

Yes

☐

No

If yes give
names _____

What makes you interested in working
at High Sky Children's Ranch? _____

Criminal History

Commission of a crime will not be an automatic bar from consideration for employment, however applicants convicted of certain criminal offences may be ineligible for employment under Texas Law.

Have you ever been convicted of a criminal offence other than a traffic violation?

☐

Yes

☐

No

If yes, provide information about offence

including dates, charges, location & disposition _____

Have you ever had criminal charges dismissed following probation, community
service, counseling, or other court directed conditions?

☐

Yes

☐

No

If yes, provide information about offence

including dates, charges, location & disposition _____

Are you currently serving probation, community service, counseling or completing any
other court directed conditions for a criminal offense?

☐

Yes

☐

No

If yes, provide information about offence including

current status & projected completion date. _____

Education and Training																			
School Name and Location	Did you graduate?	Degree Received	Area of Study																
High School _____	☐ Yes ☐ No	_____																	
College _____	☐ Yes ☐ No	_____																	
Graduate _____	☐ Yes ☐ No	_____																	
Other _____	☐ Yes ☐ No	_____																	
Do you hold any current professional licenses or certifications for the position for which you are applying? ☐ <table style="width: 100%;"> <tr> <td style="width: 40%;">License Title _____</td> <td style="width: 30%;">State or Organization Issuing License _____</td> <td style="width: 10%;">Expiration date _____</td> <td style="width: 10%;">Yes ☐</td> <td style="width: 10%;">No ☐</td> </tr> <tr> <td>License Title _____</td> <td>State or Organization Issuing License _____</td> <td>Expiration date _____</td> <td>Yes ☐</td> <td>No ☐</td> </tr> <tr> <td>License Title _____</td> <td>State or Organization Issuing License _____</td> <td>Expiration date _____</td> <td>Yes ☐</td> <td>No ☐</td> </tr> </table>					License Title _____	State or Organization Issuing License _____	Expiration date _____	Yes ☐	No ☐	License Title _____	State or Organization Issuing License _____	Expiration date _____	Yes ☐	No ☐	License Title _____	State or Organization Issuing License _____	Expiration date _____	Yes ☐	No ☐
License Title _____	State or Organization Issuing License _____	Expiration date _____	Yes ☐	No ☐															
License Title _____	State or Organization Issuing License _____	Expiration date _____	Yes ☐	No ☐															
License Title _____	State or Organization Issuing License _____	Expiration date _____	Yes ☐	No ☐															
Have you ever been denied a professional license for the position for which you are applying? ☐ Yes ☐ No If yes please provide dates, locations, and circumstances _____																			
Has your professional license ever been revoked, restricted, or suspended? ☐ Yes ☐ No If yes please provide dates, locations, and circumstances _____																			
Typing Skills _____ WPM Data Entry _____ KSPM Please list any software you are familiar enough with to consider yourself “moderately” skilled _____ Please list any other equipment you are familiar enough with to consider yourself “moderately” skilled _____ Please list any special skills or training that would be pertinent to the consideration of your application. _____																			

References			
<i>Please provide all 4</i>			
Name: _____	Name: _____		
Email: _____	Email: _____		
Address: _____	Address: _____		
Telephone Number: _____	Telephone Number: _____		
How do you know them _____	How do you know them _____		
Name: _____	Name: _____		
Email: _____	Email: _____		
Address: _____	Address: _____		
Telephone Number: _____	Telephone Number: _____		
How do you know them _____	How do you know them _____		

Past Employment

List your most recent position first, use additional sheets if necessary. Explain any periods of unemployment

Company Name _____ Company Address include city, state, zip _____ Immediate Supervisor _____ Reason for Leaving _____ Beginning Salary _____ Per ☐ Hr. ☐ Yr.	Position(s) Held _____ Supervisor's email _____ Dates of Employment --- Ending Salary _____ Per ☐ Hr. ☐ Yr.
Company Name _____ Company Address include city, state, zip _____ Immediate Supervisor _____ Reason for Leaving _____ Beginning Salary _____ Per ☐ Hr. ☐ Yr.	Position(s) Held _____ Supervisor's email _____ Dates of Employment --- Ending Salary _____ Per ☐ Hr. ☐ Yr.
Company Name _____ Company Address include city, state, zip _____ Immediate Supervisor _____ Reason for Leaving _____ Beginning Salary _____ Per ☐ Hr. ☐ Yr.	Position(s) Held _____ Supervisor's email _____ Dates of Employment --- Ending Salary _____ Per ☐ Hr. ☐ Yr.
Company Name _____ Company Address include city, state, zip _____ Immediate Supervisor _____ Reason for Leaving _____ Beginning Salary _____ Per ☐ Hr. ☐ Yr.	Position(s) Held _____ Supervisor's email _____ Dates of Employment --- Ending Salary _____ Per ☐ Hr. ☐ Yr.

Candidate Sign Off

DO NOT SIGN UNTIL YOU HAVE READ THIS AUTHORIZATION!

HIGH SKY CHILDREN'S RANCH (HSCR) does not discriminate on any employee practice based on race, religion, color, sex, age, national origin, marital status, and veteran's status, the presence of a non-job-related medical condition or disability. No question on this application is intended to secure information which could be of a discriminatory nature. I understand and agree that, if required for the position, I will submit to pre-employment testing, criminal check, and/or credit check, in accordance with HSCR's adopted policies. I understand the HSCR promotes an alcohol/drug free workplace. I agree to abide by the guidelines set forth in the HSCR's alcohol/drug abuse policy. As such, by making application for employment I consent to alcohol/drug screening and TB testing as directed by HSCR. I will comply with all rules, regulations, and policies set forth in the HSCR's policy manual or other communications distributed by the HSCR. I understand and agree that, if I refuse to submit to such drug/alcohol screen, criminal check or driving record check, I will not be considered for employment with HSCR. I also understand that, once employed, refusal to submit to such exams or a positive result on a drug/alcohol screen will be grounds for disciplinary action, which may include termination. I hereby authorize HSCR, its representatives, employees or agents to conduct all pre-employment inquiries and tests as described. I further authorize HSCR and its agents to verify all statements contained in this application and any other materials I submit in connection with my employment application. I agree to complete any requisite authorizations forms. I release HSCR, its agents and all providers of information from any liability arising out of the gathering and use of such information. In the event of employment, this authorization and release is valid throughout my employment and a photocopy is as effective as the original. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my credit, criminal history, academic credentials, and employment references, successful completion of all pre-employment tests and production of all documents necessary for HSCR to verify my identity and work authorization in accordance with the requirements of the Immigration and Naturalization Services. I certify the information provided in this application is true and complete to the best of my knowledge. I understand withholding pertinent information or submitting false or misleading information on this application, my resume, during interviews or at any other time during the hiring process constitutes valid grounds for disqualification from further consideration for hire or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand and agree that HSCR shall not be liable in any respect if my employment is so denied or terminated. I understand the acceptance of this application, the HSCR's policy statements, the HSCR's personnel guidelines or in my communications with any HSCR official is NOT intended to create an employment contract between the HSCR and me. No promise of employment has been made to me. I acknowledge that the HSCR employs individuals under the employment-at-will doctrine and that this is not subject to change. I understand my employment would be at will and I may resign at any time for any reason; similarly, my employment may be terminated by the organization at any time for any reason.

I further authorize any former employer, present employer, school, college, university, credit or finance bureau, personal reference, and/or any other person to give record, credit, or other information of any kind or type to HSCR.

By (electronically) signing below, I hereby acknowledge that I have read, understand, and are willing to comply with the preceding statements. I also certify that all information in this application is true and correct as of this date.

Applicant's Signature

Date