

Communities In Schools of East Texas

A non-profit organization that assist school systems with at-risk youth

- Your Application:** We welcome your application for employment with Communities In Schools of East Texas, Inc. CIS will carefully consider all applicants. To assist us in giving you full consideration, all spaces must be completed.
(Please Do not use the phrase “See Resume”).
- Testing:** If you are applying for a position requiring use of office equipment, tests may be administered at the time you apply.
- Transcripts:** If you are applying for a position that requires a college education, do not send your transcripts until they are requested.
- Employment:** If you are applying for a position that requires specific work experience, in terms of types of duties performed and length of work experience, former employers will be contacted to verify this work history.
- Hiring:** Applicants who meet the qualifications will be reviewed by our selection staff. Individuals selected from this review stage, may be contacted by telephone for an interview.
- A selection will be made based on the applications, resumes, experience, and interviews.
- Retention:** An updated resume and new CIS application must be submitted for all future job postings.
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Communities In Schools of East Texas, Inc.

P O Box 1233

Marshall, TX 75671

An EEO/AA/ADA Employer

Communities In Schools of East Texas, Inc.

Non-Profit organization that assist school systems with at-risk youth

CIS as an Affirmative Action/Equal Opportunity employer is required to compile statistics on the pool of applicants who apply for jobs. Your cooperation is requested in completing the information on this page. There will, however be no adverse treatment, if you have personal objections to supplying the information. The information will be used to monitor CIS's progress with its Affirmative Action Program and the page will be separated from the Employment Application, before the application is used in the employment process. CIS is in compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Feel free to advise us if accommodation is needed.

Name: (Please Print)	Sex: Male _____ Female _____
Last: _____	Ethnicity: White: _____ Black _____
First: _____	Hispanic: _____ Asian/Pacific: _____
Middle: _____	Native American: _____ Other: _____
Mailing Address:	Yrs of Education (0-20) _____
Street/Box: _____	Salary Required: _____
City: _____	Degree(s) Earned: _____
State: _____ Zip: _____	Veteran: _____
Phone # : _____	Driver's License: Yes _____ No _____
Social Security #: _____	U. S. Citizen: Yes _____ No _____
Birth date: Mo. _____ Day: _____ Year: _____	If no, visa status: _____

This section to be completed by Communities In Schools of East Texas, Inc.

Application History

Name: _____	Social Security #: _____
Date: _____	Job Title: _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Communities In Schools of East Texas, Inc.

Application for Employment

**A Non-Profit organization that assist school systems with at-risk youth
An Affirmative Action/ADA/Equal Opportunity Employer**



Date: _____

Name: Last: _____ First: _____ Middle: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Social Security #: _____ Phone #: _____ E-mail: _____

Position Interested In: _____ Salary Expected: _____

Full Time: _____ Part-time: _____ Date Available: _____

Are you currently employed: _____ May we contact your employer? _____

Previously employed by CIS: _____ When: _____ Where: _____

Can you provide proof of eligibility to work in the U. S.? _____ Referred by: _____

Have you been a resident of Texas for the prior Three (3) consecutive years ? Yes _____ No _____

During the past five (5) years have you ever been convicted of, or have you plead no contest (nolo contendere) to, a felony offense? _____ If yes, please explain: _____

Answering "yes" will not automatically bar you from employment. However, we would appreciate an explanation.



List Name(s) and relationship of any CIS employee or Board member to whom you are related by blood, or marriage.

Education

	Name of School	Address of School	Last Yr Completed	Grad ?	Degree or Hours	Major
Public School						
College or University						
Other Education						
Other Education						

Special Skills: _____ License/Certifications: _____

Computer Skills/Software Used: _____

Office Equipment Operated: _____

Military Service: (Branch) _____ Training/Experience: _____

Experience – Start with your present/last position and work back. If you were ever employed in any position under a different name, please list that name. Supplemental sheets are available if needed.

Name of Organization:	Dates of Employment:
Address:	Phone #:
Supervisor Name:	Your Title:
Reason for Leaving:	Final Salary:
Most Important Job Duties:	

Name of Organization:	Dates of Employment:
Address:	Phone #:
Supervisor Name:	Your Title:
Reason for Leaving:	Final Salary:
Most Important Job Duties:	

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Most Important Job Duties:	

Name of Organization:	Dates of Employment:
Address:	Phone #:
Supervisor Name:	Your Title:
Reason for Leaving:	Final Salary:
Most Important Job Duties:	

List Three (3) Personal References (Other than relatives or former employers)

Name: _____ Phone #: _____

Address: _____ Occupation: _____

Name: _____ Phone #: _____

Address: _____ Occupation: _____

Name: _____ Phone #: _____

Address: _____ Occupation: _____

I certify that the statements made by me in this application (and attachments) are true, accurate, complete, to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void any actions based on the application. I understand that any offer of employment tendered me is contingent upon my agreement to abide by the rules of the Board of Communities In Schools of East Texas, Inc.

Date: _____ **Signature of Applicant:** _____