



An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

Social Security Number Application Date Available date

Last Name First Name E-mail address

Mailing Address: _____
Number and Street or P.O. Box City State Zip Telephone

Have you ever worked for Communities In Schools in the past? Yes No
If yes, what was your position and date of employment?

Position _____ Date _____

Were you referred? If yes, by whom? _____

If hired, can you show proof of your legal right to work in the United States? Yes No

EDUCATION:
High School (Graduate of _____ in _____)
City State

COLLEGES ATTENDED: (Use separate line for each degree)

COLLEGE OR UNIVERSITY	LOCATION (CITY, STATE)	MAJOR FIELD OR STUDY	MINOR FIELD OR STUDY	DEGREE

HIGHEST EDUCATION ATTAINED
 Bachelor's Degree Master's Degree Doctoral Degree Other

WORK EXPERIENCE:

Please write below a complete listing of all jobs or positions you have held in the last 5 years.
Please list the most current first.

FIRM NAME	ADDRESS CITY STATE & ZIP CODE	PHONE W/AREA CODE	POSITION HELD	DATES EMPLOYED	FULL/PART TIME	REASON FOR LEAVING

Please write persons under whom you have worked and who have first-hand knowledge of your character and work skills. **Note:** A completed and signed application will automatically give CIS the authorization to contact your references below.

NAME	COMPLETE ADDRESS W/ZIP CODE	PHONE W/AREA CODE	TITLE

WHY DO YOU WISH TO WORK AT COMMUNITIES IN SCHOOLS?

Communities In Schools at the time the application is submitted. This application

will be kept on file for 1 year from date of application. If applicant is not employed within this time and still wishes to be considered, an update form must be filled out.

2. By signing this document, I swear under the penalty of perjury that the foregoing statements and all things related thereto are true and correct, and I hereby acknowledge my understanding of Article 37.10 of the Texas Penal Code which provides that making a false entry or alteration of a government document is an offense against the State of Texas and punishable by law. I further acknowledge that the making of a false statement, the furnishing of false information, or the withholding of pertinent information in connection with this application will constitute grounds for dismissal.
3. By signing this document, I authorize Communities in Schools to request information concerning my employment; and I hereby authorize the release of information and further release from liability any and all parties who may supply personal information concerning my employment and educational background to Communities In Schools.
4. **Copies of all required documents as listed on the Checklist of Required Documents must be submitted with the application.**
5. The application is not complete unless all blanks are filled in or checked, and the application is signed. Incomplete applications will not be considered.
6. Communities In Schools does not discriminate on the basis of race, color, religion, sex, national origin, age or physical disabilities in any of its relations with employees or employment applicants and neither does the applicant.

EMPLOYMENT AT WILL

I understand and that my employment, compensation and other terms and conditions are for no fixed term and may be changed or terminated by Communities In Schools, Inc. at any time with or without cause or notice, likewise, I may resign at any time.

SIGNATURE OF APPLICANT

(My signature above certifies that I have read the agreement terms listed above)

DATE



CHECKLIST OF REQUIRED DOCUMENTS

Before an application can be submitted for review, certain items will need to accompany the application. Any item not included in the application at the time of submission will render the applicants as **“incomplete.”** Please make copies of any original documents, recommendations, etc. for your own records. The following items are checked on this form, which need to be turned in with the application.

- Copy of resume
- Copy of driver’s license
- Copy of Transcripts from College or University
- Copies of other certifications or titles held (Alternative Certifications, etc.)
- Copy of College Diploma if degree is required for position/high school diploma for non-degree position.
- Applicant background check form. Sign and dated.
- If hired by CIS, finger printing will be required. Cost will be paid by the employee and will be reimbursed. A receipt will be required for reimbursement.

Starting Salary Program Coordinator:

Bachelor’s Degree	\$27,000
Master’s Degree	\$28,500