

Date: \_\_\_\_\_

# BUCKNER

# Application for Employment

Buckner is an equal opportunity employer. Qualified applicants for employment will be considered without regard to race, color, religion, sex, age, national origin, disability or Vietnam era status. Buckner prohibits harassment in the workplace. Buckner is a non-subscriber to Texas Workers' Compensation for Texas employees.

Name:		Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Other names under which you have been employed or attended school		E-mail address		
Address:		City	State	Zip Code
Phone Number:	Cell Phone Number	Social Security Number:	Driver's License Number:	
Position Applied For:	Date You Can Begin Work:	Salary Desired:	Are You Willing to Work Overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Shift Preference <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night		I Prefer <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Occasional <input type="checkbox"/> Temporary		

Have you worked for this organization previously?  Yes  No If yes, give dates of employment \_\_\_\_\_

Have you ever submitted an employment application to Buckner?  Yes  No If yes, when? \_\_\_\_\_

Do you have any relatives employed with Buckner? If yes, please list \_\_\_\_\_

What prompted you to apply for a position with us? (Ad, friend, etc.) \_\_\_\_\_

Have you ever plead guilty to or been convicted of any criminal offense, other than minor traffic citations?  Yes  No  
If yes, provide information on criminal offense, date, location (city and state) and disposition \_\_\_\_\_

Have you ever had a criminal charge dismissed following probation, community service, counseling or the completion of other conditions set by a court (deferred adjudication or pretrial diversion)?  Yes  No If yes, provide information on criminal offense, date, location (city and state) \_\_\_\_\_

**Are you currently serving probation, community service or fulfilling any other court directed conditions for any criminal offense?  Yes  No**  
**If yes, provide information on criminal offense, current status and expected date of completion \_\_\_\_\_**

***Commission of a crime will not be an automatic bar to consideration for employment; however, applicants convicted of certain criminal offenses may be ineligible for employment under applicable Texas law.***

Education	Names/Location of Schools	Number of Years Completed	Last Grade/Degree Completed	Major Subjects
High School				
College				
Graduate School				
Other				

Do you hold a current professional license for the position for which you are applying?  Yes  No

License \_\_\_\_\_ Issuing State / Organization \_\_\_\_\_ Expiration Date \_\_\_\_\_

Have you ever been denied a professional license for the position for which you are applying by any governmental authority or organization? If yes, please provide dates, location and circumstances \_\_\_\_\_

Has your professional license ever been suspended, restricted or revoked?  Yes  No If yes, provide information on action taken, date and circumstances \_\_\_\_\_

Complete if applicable

Typing Skills \_\_\_\_\_ wpm Computer Skills  Yes  No If yes, list software \_\_\_\_\_

Other equipment you can operate \_\_\_\_\_

Special skills and remarks (include anything which would be pertinent to consideration of your application) \_\_\_\_\_

## EMPLOYMENT HISTORY

List your most recent position first, use additional sheets if necessary. Explain any periods of unemployment or time periods between times employed.

<b>Company Name</b>		Dates of Employment					
		From:		To:			
Address		City		State		Zip	
Telephone ( )		Immediate Supervisor		<input type="checkbox"/> Hourly Rate or <input type="checkbox"/> Salary per _____ \$			
Position(s) Held			Reason(s) for Leaving or Seeking Other Employment				

  

<b>Company Name</b>		Dates of Employment					
		From:		To:			
Address		City		State		Zip	
Telephone ( )		Immediate Supervisor		<input type="checkbox"/> Hourly Rate or <input type="checkbox"/> Salary per _____ \$			
Position(s) Held			Reason(s) for Leaving or Seeking Other Employment				

  

<b>Company Name</b>		Dates of Employment					
		From:		To:			
Address		City		State		Zip	
Telephone ( )		Immediate Supervisor		<input type="checkbox"/> Hourly Rate or <input type="checkbox"/> Salary per _____ \$			
Position(s) Held			Reason(s) for Leaving or Seeking Other Employment				

  

<b>Company Name</b>		Dates of Employment					
		From:		To:			
Address		City		State		Zip	
Telephone ( )		Immediate Supervisor		<input type="checkbox"/> Hourly Rate or <input type="checkbox"/> Salary per _____ \$			
Position(s) Held			Reason(s) for Leaving or Seeking Other Employment				

Comments regarding periods of unemployment \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been terminated or asked to resign by any employer?  Yes  No If Yes, provide employer, date and circumstances \_\_\_\_\_  
 \_\_\_\_\_

### Applicant Verification

I certify that all of the information on this application, exhibits and resumes submitted to Buckner is true, correct, and complete. I understand that false, misleading, incomplete or omitted information will result in the rejection of my application or, if hired, the termination of my employment. I authorize Buckner and its agents to confirm all information on this application, exhibits and resumes, to contact companies and institutions listed to obtain references and to investigate my suitability for employment. I agree to provide additional information if requested by Buckner or its agents. I authorize Buckner to conduct any investigation it deems necessary with respect to information supplied above. I authorize any former employer, present employer, school, college, university, credit or finance bureau, personal reference and/or any other person to give any information they may have concerning my employment, education, certification, licenses, character, criminal record, driving record, credit or other information of any kind or type. I hereby unconditionally release from all liability for any damage, whether caused directly or indirectly from giving or receiving this information or opinions, Buckner and any informant contacted whether named or unnamed.

Buckner is required to and will conduct a criminal record check under law. I understand that I will be ineligible for employment with Buckner if I have committed certain criminal offenses.

I understand that, if employed, I will be required to follow the personnel policies and rules of the organization and that infractions of such rules may lead to my discharge. I also understand that Buckner follows employment-at-will practices, and does not discriminate in employment based upon age, race, color, sex, national origin, physical or mental condition/disability, or veteran status. In the event of employment, I understand that any false or misleading information given in this information sheet or interview may result in discharge whenever discovered.

I understand that this employment application is not an offer of employment or employment contract, either expressed or implied, between Buckner and me. I understand that if hired, I may resign or be terminated by Buckner at any time without advance notice or requirement of cause. I acknowledge that any employment will be for an indefinite time period and that I have not been guaranteed continued employment. I also understand that no manager, supervisor, or other employee of Buckner has the authority to promise or guarantee continuing employment.

I acknowledge that I have read and understand the information set forth above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date