

Dear Applicant,

We are delighted that you have shown interest in the Achievement Center of Texas. I hope that you have taken time and reviewed our website because that is where you will find the most comprehensive information about us and what we do. Working with special needs children and adults requires patience, organization, and the ability to offer daily structure to our students. We look for candidates who possess these abilities as well as many individual qualities.

This application is your first impression that you will make with the Achievement Center of Texas, so please make it count. Using the text boxes provided please answer all questions completely and accurately. Once you are finished with the application you may print it out, sign and initial the areas that it is required. Partial applications will not be reviewed, nor will applications missing signatures and initials where it is required.

Please make sure that the application is filled out in its entirety and that the information provided is truthful and accurate. Once you have completed the application you have a couple options on how to return it to us:

1. Print, sign, and drop the application off at 2950 N. Shiloh Rd. Garland, TX 75044

2. Print, sign, and fax the application to (972) 414-5500

3. Print, sign, scan, and e-mail the completed application back to: Margie.rodriguez@act77.org

Thank you for your interest and we look forward to reviewing your application. You may contact us at (972) 414-7700 if you have any questions or problems with the application.

Kindest regards,

ACT Management Team

The Achievement Center of Texas Application for Employment (The Achievement Center of Texas is an equal opportunity employer and does not discriminate)

Date: Click here to enter text.

Email address: Click here to enter text.

 Social Security: Click here to enter text.

Name: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Are you 18 years or older [ ]  Yes [ ]  No

Are you prevented from lawfully becoming employed [ ]  Yes [ ]  No in this country because of immigration status?

**EMPLOYMENT DESIRED**

Position: Click here to enter text. Start date: Click here to enter text. Salary: Click here to enter text.

Are you employed now? Click here to enter text.

If yes, may we contact your present employer? [ ] Yes [ ]  No

Have you applied to ACT before? Click here to enter text. If so when? Click here to enter text.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education** | **Name and Location of School** | **Years Attended** | **Did you graduate?** | **Subject Studied** |
| Grammar School | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| High School | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| College | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Business or Correspondence school | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

General subjects or special study and/or research work: Click here to enter text.

Special Skills: Click here to enter text.

Activities (academic, athletics, etc.): Click here to enter text.

 *Please exclude any activities which names indicate race, creed, sex, age, marital status, color, and nation of origin as member*

U.S. Military or Naval Status: Click here to enter text. Rank: Click here to enter text.

Do you currently have a membership in National Guard or reserves? Click here to enter text.

**Work History: Please list your last three employers starting with the last one first.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date:Month and Year | Name and Address of Employer | Salary | Position | Reason for Leaving |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**References: Give the names of three persons not related to you, whom you have known for at least one year.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Telephone** | **Years Known** |
| **1** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **2** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **3** | Click here to enter text. | Click here to enter text. | Click here to enter text. |

Working for The Achievement Center of Texas requires employees to attend work Monday through Friday at your scheduled shift. As well as required days that MUST be attended by staff. These days include but aren’t limited to:

Monthly staff meetings Special Arts festival Summer Ceremonies Annual Staff Training

By signing below you agree that you will attend these dates which will be provided by supervisor or Executive Director.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Date

I certify that all the information submitted by me on the application is true and complete, and I understand that any false information, omissions or misrepresentations are discovered, my application may be discounted. If I am employed my employment may be terminated at any time. In consideration of my employment, I agree to conform to the companies’ rules and regulations, and I agree that my employment and compensation can be terminated with or without cause and with or without notice at any time by the company. I also understand and agree that the terms and conditions of my employment that no company representative, other than the Executive Director, and then only when in writing and signed by the president, has any authority to enter into agreement for employment for any specific period of time, or to many any agreement to the foregoing.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Date

**Please Continue on to the Questionnaire**

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Interviewed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Remarks:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Neatness:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ability:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hired: \_\_\_\_ Yes \_\_\_\_No Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classroom:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary/Wage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date reporting to work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form has been designed to comply with State and Federal fair employment practice law prohibiting employment discrimination. This application for employment has been created for The Achievement Center of Texas.

Achievement Center of Texas Interview Questionnaire

Do you have any experience working with special needs? Please share any and all experience that you have in this field? (Not having experience will not affect your consideration for employment) Click here to enter text.

Working with children requires a lot of patience, understanding dedication and flexibility. Do you feel you have these characteristics? How do you know? Click here to enter text.

 Have you ever been accused of abuse or neglect regarding a child or elderly person? Click here to enter text.

Have you ever been accused, arrested for or convicted of any crime, regardless of how long ago? Click here to enter text.

Disabled children and adults often require diaper changing. Is there any reason why you could not or would not change diapers of any of our clients young or old? Click here to enter text.

This position requires heavy lifting. Is there any reason why you could not life a student weighing over 100 pounds? Click here to enter text. If yes, why? Click here to enter text.

 This position requires near perfect attendance. Students depend on their caregivers to be here for them every day. Is there any reason you do not expect to have near perfect attendance? If so why? Click here to enter text.

Many of our students require a structured environment. This means that their teachers need to be organized, be able to stick to a schedule and be detail oriented. Do you feel these are qualities you have? Please explain Click here to enter text.

This position requires writing daily progress notes on each child in your care. These progress notes must be written in a very precise way and must be legible. They must be reviewed by supervisor every Friday, turned in the Monday before payday and on the last day of the month. Can you write legibly and follow detailed instructions? [ ]  Yes [ ] No

Not everyone is capable of providing the services our students require. For that reason we require that you spend at least 2 days, or the equivalent of 2 days or 16 hours, with our students to see if this position is a match for you. This is a trial period and strictly on a volunteer basis. Please indicate your willingness to spend 2 days UNPAID prior to hire with our students and staff. This does NOT mean you are guaranteed the position.

**After reading the following statements please initial that you understand and agree**

\_\_\_\_\_\_\_\_\_\_\_I understand and am willing to spend 2 days (or 16 hours) with the students and staff prior to hire.

\_\_\_\_\_\_\_\_\_\_\_I understand that this does not guarantee that I will be chosen for this position.

The ability to provide the care and training our students require is a gift. It can be learned, but often comes quite naturally to some people. We require 40 hours of training. Part of this training will be done on site and some may require you to go off campus. You must complete the 40 hours of training within six (6) months of employment.

\_\_\_\_\_\_\_\_\_\_\_Please initial indicating that you understand and will complete the 40 hours of training.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Daycare licensing requires that you take a TB test, this is a minor test, but must be administered by a physician’s office or clinic. Is there any reason you could not or would not agree to get a TB test? Click here to enter text. If yes, please explain: Click here to enter text.

Do you have a valid Texas driver’s license? [ ] Yes [ ] No

Do you have reliable transportation? [ ] Yes [ ] No

Have you ever been arrested for a DUI or DWI in the last 10 years? [ ] Yes [ ] No

Have you ever been arrested for illegal drug use? [ ] Yes [ ] No

Have you ever been convicted of indecency with a child? [ ] Yes [ ] No

Have you ever been arrested or convicted for any violent crime? [ ] Yes [ ] No

Daycare licensing and our contract agencies all require that we do a criminal history check before hiring any employee. Have you ever been convicted of a crime? [ ] Yes [ ] No

In order to work for this facility you must give us permission to run a criminal history check. Please indicate here that you give us your permission to have a background check performed.

I hereby give the Achievement Center of Texas my permission to run a criminal history background check on me prior to hire:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Date

**If and when you are hired, you will be given an employee handbook and new employee orientation training (NEO). You will be expected to read through the employee handbook thoroughly so that you understand what is expected of each teacher and teacher’s aide. Please read it carefully. Some sections will require that you take a test on the information contained in certain sections. This test may be given online or a paper copy.**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

This position requires good reading, writing, and comprehension. It also requires the ability to follow directions and handle several tasks at one time. Do you have these abilities and tell us why you think they are important to teaching? Click here to enter text.

This position requires some public speaking, giving tours, talking with parents, caseworkers or other people involved with the students. Are you able to carry a conversation and communicate clearly with people you may or may not know, please explain? Click here to enter text.

Describe your computer knowledge and skills: Click here to enter text.

This position requires someone who is desirous of making a difference in someone’s life. As you can imagine, this takes time and a lot of it. The position being applied for is either full time or part time. What are your plans for the future? Click here to enter text.

If going to school to further your education or learn a trade is in your plans for the future, please discuss this with us as this position may or may not allow time off for you to pursue such a career or schooling. Not informing us prior to hire of your intent to take time off from your job to go to school will be deemed as insubordination. Do you think that school will interfere with your job? Click here to enter text. Please give us an outline of what your school schedule looks like? Click here to enter text.

Confidentiality is a major aspect if our program here at the Achievement Center of Texas. Do you have the ability to keep all information obtained about clients confidential? [ ] Yes [ ] No To break confidentiality is to break company policy and is grounds for termination. Please indicate that you understand this policy by initialing here \_\_\_\_\_\_\_\_\_\_\_\_.

*You must be aware that ACT does not use any kind of corporal punishment such as hitting, grabbing, pinching, choking or any physical restraint unless authorized specifically in a behavior plan. Corporal punishment of any kind will be grounds for termination.*

\_\_\_\_\_\_\_\_\_\_ Please initial that you have read the above statement about corporal punishment as it pertains to The Achievement Center of Texas.

We believe discipline is teaching or mentoring, not punishment. We need to know your philosophy of what discipline is and how it is administered to children or adults, especially those with disabilities. Please tell us your philosophy of discipline: Click here to enter text.

The questionnaire is meant to give us an accurate look at your skills and personality. Attitude is very important as our students are more intuitive than most and can read a person’s mood. This can be good, but it can also cause problems if the employee has a bad attitude or does not exhibit a pleasant, caring, loving attitude. In a paragraph, tell us about your attitude and why you think you would make a good teacher and care giver for the students of the Achievement Center of Texas.

Click here to enter text.

This questionnaire must be answered honestly. Dishonest answers are grounds for termination. Honesty and integrity play major parts in your success as an employee with the Achievement Center of Texas. We value our employees and want them to succeed. Please feel free to ask as many questions as necessary. It will benefit you, the students, the staff, and the administration if we can keep the dialogue flowing, Good luck!