

COMMUNITY HOMES FOR ADULTS, INC. (CHAI)
5959 Royal Lane, Suite 634-214 ♦ Dallas, TX 75230-3856

APPLICATION (each item must be filled out)

Name _____ Date of Application _____

Address _____ E-mail _____

City _____ State _____ Zip _____ Phone _____

How did you hear about CHAI _____

Position applied for _____

Availability _____

EDUCATION

_____ High School _____ Number of Years Completed _____ Type of Diploma Obtained _____

_____ College _____ Number of Years Completed _____ Degree Obtained _____

_____ Additional Education _____ Number of Years Completed _____ Specialization/Degree Obtained _____

Experience, training, special skills, or abilities which you consider helpful and related to the position for which you are applying _____

Are you able to perform the essential functions of the job? Yes _____ No _____

If no, please explain _____

WORK EXPERIENCE (List last job first)

_____ Name of Firm or Organization _____ Phone _____ Name of Immediate Supervisor _____

_____ Dates of Employment _____ Title/Position _____ Salary _____

Reason for leaving: _____

Give specific and detailed description of work done:

Name of Firm or Organization

Phone

Name of Immediate Supervisor

Dates of Employment

Title/Position

Salary

Reason for leaving: _____

Give specific and detailed description of work done:

Name of Firm or Organization

Phone

Name of Immediate Supervisor

Dates of Employment

Title/Position

Salary

Reason for leaving: _____

Give specific and detailed description of work done:

References

Name

Occupation

Address and Phone

Name

Occupation

Address and Phone

Name

Occupation

Address and Phone

Remarks _____

Do you have any moving violations on your driving record in the past five years? Yes _____ No _____

Please list _____

Have you ever been convicted of a crime? Yes _____ No _____

Please explain _____

Are you related to an employee of Community Homes for Adults, Inc.? Yes _____ No _____

Program staff are required to have a valid Texas Drivers License.

I am aware that CHAI will obtain driving record and criminal record check. Employment is conditional upon receipt of acceptance. Please note that all information is subject to verification. If anything in this document is found to be false it would be grounds for either refusal of hire or termination no matter when the information is discovered.

Upon offer of a position I will be asked to authorize CHAI to obtain a criminal background check and driving record. I certify that the facts contained in this application (and accompanying resume if present) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application, interview or document is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Community Homes for Adults, Inc.

May we contact business and personal references? Yes _____ No _____

Signature

Community Homes for Adults, Inc. is an Equal Opportunity Employer.