

Runningwater Draw Care Center, Inc.

(806)285-2677

A Non-Profit, Skilled Nursing Facility
FAX (806)285-2176

Website - runningwaterdraw.com

USDA Equal Opportunity Program
P.O. Box 409

Olton, TX 79064

APPLICATION FOR EMPLOYMENT

All persons shall have the opportunity to be considered for employment without regard to their age, race, color, religion, national origin or ancestry, handicap or disability, sex, marital status, obligation to serve in the armed forces of the United States, citizenship or any other characteristic protected by applicable federal or state law. ***This is an Equal Opportunity Program.***

Date _____

Name _____ SS# _____

Mailing Address: _____ Daytime phone# _____

Physical Address: _____ Evening phone# _____

City _____ State _____ Zip Code _____

Position(s) Applying For: _____ Salary Required _____

Applying for: Full Time Part Time Temporary Summer Job

If seeking part time work, specify the number and days per week: _____

How soon are you available to begin employment? _____

Shift Preference	If preferred shifts unavailable, will you work?		If required, will you work?	
Day _____	Day	Yes _____ No _____	Saturdays	Yes _____ No _____
Evening _____	Evening	Yes _____ No _____	Sundays	Yes _____ No _____
Night _____	Night	Yes _____ No _____	Holidays	Yes _____ No _____

Are you either a U.S. citizen, or an alien who has the legal right to work in the United States? Yes _____ No _____

Are you 18 or older? Yes _____ No _____ If no, give birthdate _____ (see statement on back side)

Have you ever been convicted of any crime other than a minor traffic violation? Yes _____ No _____
If yes, a criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation. _____

Have you ever been disciplined for resident abuse? Yes _____ No _____

Do you have relatives or friends employed at this facility? Yes _____ No _____ If yes, who? _____

Have you ever been employed by the facility in the past? Yes _____ No _____ If yes, what position? _____

In the last 5 years, have you been fired from a job or resigned after being told you would be fired? Yes _____ No _____
If yes, explain _____

Beginning with your current or most recent employer, list the last four positions of employment held:

1. _____	_____	_____	_____
Name of Employer	Position Held	Employer Phone #	
_____	_____	_____	_____
Address	City	State	Zip Code
Supervisor's Name and Title	Your Duties		

When may this employer be contacted for a reference? Now? _____ After offer of employment? _____

Dates there From _____ To _____ Starting Salary _____ Ending Salary _____

Duties _____ Reason for Leaving _____

2. _____

Name of Employer _____ Position Held _____ Employer Phone # _____

Address _____ City _____ State _____ Zip Code _____

Supervisor's Name and Title _____ Your Duties _____

When may this employer be contacted for a reference? Now? _____ After offer of employment? _____

Dates there From _____ To _____ Starting Salary _____ Ending Salary _____

Duties _____ Reason for Leaving _____

3. _____

Name of Employer _____ Position Held _____ Employer Phone # _____

Address _____ City _____ State _____ Zip Code _____

Supervisor's Name and Title _____ Your Duties _____

When may this employer be contacted for a reference? Now? _____ After offer of employment? _____

Dates there From _____ To _____ Starting Salary _____ Ending Salary _____

Duties _____ Reason for Leaving _____

4. _____

Name of Employer _____ Position Held _____ Employer Phone # _____

Address _____ City _____ State _____ Zip Code _____

Supervisor's Name and Title _____ Your Duties _____

When may this employer be contacted for a reference? Now? _____ After offer of employment? _____

Dates there From _____ To _____ Starting Salary _____ Ending Salary _____

Duties _____ Reason for Leaving _____

What reasons might cause you to have to request a change in your scheduled work? _____

Why did you leave your last job, or why are you considering leaving your present job? _____

Do you have any physical limitations that would affect your job performance? _____

What did you like most about your last (or current) job? _____

What did you like least about your last (or current) job? _____

In working with residents, what personal character trait do you feel you excel in?

In working with residents, what personal character trait causes you the most problem?

If I were to call your supervisor for a reference, what do you think they would tell me about you? _____

How were you referred? Newspaper Ad _____ If Friends/Relative _____ (name) _____ Employee _____ (name) _____

Do you have a reliable means of transportation that will enable you to get to work, and on time? _____ Yes _____ No

Is there anything else you would like us to know about yourself, or the job you are applying for?

I hereby certify that the facts set forth in this application are true and correct to the best of my knowledge. I understand that falsification or misrepresentation of any information contained herein shall be cause for dismissal, should I be employed for this or any other position with Runningwater Draw Care Center, Inc.

I hereby authorize the facility to make any inquiries regarding the information contained within this application regarding my qualifications and abilities, contacting my former employers and references listed on this application, and I authorize such individuals and organizations to release information required by this facility. I understand and agree that in the course of making a hiring decision, a background investigation will be conducted and the contents of this application will be verified. I understand that employment is also dependent on results of a Criminal History Check and for direct care staff, a check from the Employee Misconduct Registry. Further, I agree to submit if requested by the company, to any testing insofar as it relates to skills or ability to perform the job being applied for or to the accuracy of the information contained within this application, or upon request by the company at any time during my employment. This includes drug-testing as is further explained in the Personnel Policy.

I understand that my employment by this facility would be considered "at will." Neither this application, nor employment, nor acceptance of the Personnel Policy represent a contract. I may resign with or without cause, and the facility may terminate my employment with or without cause.

I understand that this application will remain effective for a period of sixty (60) days from the date I have listed on page one, and thereafter, I must re-apply if I wish to continue to be considered for employment.

Applicant's Signature

Date of Application

For applicants younger than 18

Regulations governing youth employment allow permissible jobs and hours of work, by age as follows:

1. Youths 18 years or older may perform any job, whether hazardous or not, for unlimited hours;
2. Youths 16 and 17 years old may perform any non-hazardous job, for unlimited hours; and
3. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:
 - no more than 3 hours on a school day;
 - no more than 18 hours in a school week;
 - no more than 8 hours on a non-school day; and
 - no more than 40 hours in a non-school week.

Also, work may not begin before 7am nor end after 7pm except from June 1 - Labor Day, when evening hours are extended to 9pm. Under a special provision, youths enrolled in an approved Work Experience and Career Exploration Program may be employed for up to 23 hours in school weeks and 3 hours on school days (including during school hours).

250.006. CONVICTIONS BARRING EMPLOYMENT

(a) A person for whom the facility is entitled to obtain criminal history record information may not be employed in a facility if the person has been convicted of an offense listed in this subsection:

- (1) an offense under Chapter 19, Penal Code (*criminal homicide*);
- (2) an offense under Chapter 20, Penal Code (*kidnapping and unlawful restraint*);
- (3) an offense under Section 21.02, Penal Code (*continuous sexual abuse of young child or children*);
- (4) an offense under Section 21.08, Penal Code (*indecent exposure*);
- (5) an offense under Section 21.11, Penal Code (*indecent with a child*);
- (6) an offense under Section 21.12, Penal Code (*improper relationship between educator and student*);
- (7) an offense under Section 21.15, Penal Code (*improper photography or visual recording*);
- (8) an offense under Section 22.011, Penal Code (*sexual assault*);
- (9) an offense under Section 22.02, Penal Code (*aggravated assault*);
- (10) an offense under Section 22.021, Penal Code (*aggravated sexual assault*);
- (11) an offense under Section 22.04, Penal Code (*injury to a child, elderly or disabled individual*);
- (12) an offense under Section 22.041, Penal Code (*abandoning or endangering a child*);
- (13) an offense under Section 22.05, Penal Code (*deadly conduct*);
- (14) an offense under Section 22.07, Penal Code (*terroristic threat*);
- (15) an offense under Section 22.08, Penal Code (*aiding suicide*);
- (16) an offense under Section 25.031, Penal Code (*agreement to abduct from custody*);
- (17) an offense under Section 25.08, Penal Code (*sale or purchase of a child*);
- (18) an offense under Section 28.02, Penal Code (*arson*);
- (19) an offense under Section 29.02, Penal Code (*robbery*);
- (20) an offense under Section 29.03, Penal Code (*aggravated robbery*);
- (21) an offense under Section 33.021, Penal Code (*online solicitation of a minor*);
- (22) an offense under Section 34.02, Penal Code (*money laundering*);

- (23) an offense under Section 35A.02, Penal Code (*Medicaid fraud*);
- (24) an offense under Section 37.12, Penal Code (*false identification as peace officer*);
- (25) an offense under Section 42.01,(a)(7), (8), or (9), *Penal Code disorderly conduct*);
- (26) an offense under Section 42.09, Penal Code (*cruelty to animals*); or
- (27) a conviction under the laws of another state, federal law, or the Uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense listed under Subdivisions 1-27 above.

(b) A person may not be employed in a position the duties of which involve direct contact with a consumer in a facility before the fifth anniversary of the date the person is convicted of:

- (1) an offense under Section 22.01, Penal Code (*assault*) that is punishable as a Class A misdemeanor or as a felony;
- (2) an offense under Section 30.02, Penal Code (*burglary - building or habitation*) Refer to (c) for nursing facilities or assisted livings;
- (3) an offense under Chapter 31, Penal Code (*theft*) that is punishable as a felony;
- (4) an offense under Section 32.45, Penal Code (*misapplication of fiduciary property or property of a financial institution*) that is punishable as a Class A misdemeanor or a felony; or
- (5) an offense under Section 32.46, Penal Code (*securing execution of a document by deception*) that is punishable as a Class A misdemeanor or a felony.

(c) In addition to the prohibitions on employment prescribed by Subsections (a) and (b), a person for whom a facility licensed under Chapter 242 - Nursing Facilities or 247 - Assisted Living Facilities, is entitled to obtain criminal history record information may not be employed in a facility licensed under Chapter 242 or 247 if the person has been convicted of:

- (1) an offense under Section 30.02, Penal Code (*burglary*); or
- (2) under the laws of another state, federal law, or the Uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense under Section 30.02, Penal Code

Employee Affidavit:

I have read this document and have been given an opportunity to ask any questions about any part that I do not understand. I hereby affirm that I have no convictions of an offense listed above which would bar employment and acknowledge that a criminal history check will be submitted to the Texas Department of Human Services as required by law. I further understand that other offenses are a potential bar to employment under state law and/or the policies of this facility and that my statement in this affidavit in no way limits my disclosure of other criminal offenses as required by the employment application. I also understand that any incomplete information or misrepresentation, including by omission, on this form or on the facility employment application may be considered grounds for immediate termination.

Employee Signature

Date