



**MAIL COMPLETED FORM TO:**

Attn. Executive Director  
 4500 West Illinois Avenue, Suite 112  
 Midland, Texas 79703

## Application for Employment

These instructions must be followed exactly. Fill out application form completely. If questions are not applicable enter "N/A". Mission Center Adult Day Service is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of service. Resumes will not be accepted in lieu of application. This application becomes public record and is subject to disclosure.

Date	
Name	Social Security Number
Address	
Home Phone ( )	Business Phone ( )
In Case of Emergency Please Contact	
Emergency Contact Address	Phone Number
Position Applying For	
What experience have you had that relates to the position you are applying for? _____ _____ _____	
Are you willing and able to work between the Hours of 7 am and 5:30 pm? Yes _____ No _____	
Date Available for work?	
Are you willing to drive a 15 passenger Bus (CNA only)? Yes _____ No _____	
Current Driver's License # (CNA only)	Expires?
Have you ever been convicted of a felony or subjected to a deferred adjudication on a felony charge? Yes _____ No _____ If you answer is "Yes" explain in concise detail on a separate sheet of paper, giving the dates and nature of the offense, the name and location of the court and disposition of the case(s). Have you ever been convicted of a misdemeanor? Yes _____ No _____ If your answer is "Yes" explain in concise detail on a separate sheet of paper, giving dates and nature of the offense, the name and location of the court and disposition of the case(s).	

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**Education** (Note: Applicants will be required to provide proof of licenses and certifications) Indicate Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12. Did you graduate from High school or receive GED? Yes \_\_\_\_\_ No \_\_\_\_\_ GED \_\_\_\_\_

Type of School	Name & Location of School	Dates Attended From-----To	Date Graduated	Type of Diploma	Major/Minor Fields of Study
Undergraduate Colleges or Universities					
Graduate School					
Technical Vocational or Business School					

**Employment History**

This information will be the official record of your employment and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include all employment; Begin with your current or last position and work back to your first.
2. Employment history should include each position held, even those with the same employer.
3. Employer address must be complete mailing addresses, including zip code.
4. Give a brief summary of the technical and, if appropriate, the managerial responsibility of each position you have held.
5. For supervisory/managerial positions, indicate the number of employees you supervised.

Position Title: _____ Employer: _____ Mailing Address: _____ City & State/Zip: _____ Employer's Telephone No. ( ) _____ Start Date: _____ Leave Date: _____ Current/Final Salary: _____ Summary of Experience: _____ _____ _____ _____	Immediate Supervisor: _____ Title: _____ Supervisor's Telephone No: _____ If supervisory, number of employees you supervised _____ _____
Specific reason for leaving: _____ _____ _____	

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