

**APPLICATION FOR EMPLOYMENT  
GATEWAY COMMUNITY PARTNERS, INC.**

417 SE Loop 456, Jacksonville, TX 75766  
Phone (903) 586-0437 Fax (903) 586-3080

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status or any other legally protected status. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of Gateway Community Partners, Inc.

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
(Last) (First) (Middle)

ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip)

TELEPHONE (Home) (\_\_\_\_) \_\_\_\_\_ (Cell) (\_\_\_\_) \_\_\_\_\_

OTHER PHONE (\_\_\_\_) \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

HOW DID YOU LEARN OF THIS JOB OPPORTUNITY? \_\_\_\_\_

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THIS COUNTY? Yes \_\_\_\_\_ No \_\_\_\_\_

TYPE OF EMPLOYMENT DESIRED: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_  
HOURS AVAILABLE: Daytime \_\_\_\_\_ Evenings \_\_\_\_\_ Nights \_\_\_\_\_ Weekends \_\_\_\_\_  
Other Hours \_\_\_\_\_

DATE AVAILABLE FOR WORK \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes \_\_\_\_\_ No \_\_\_\_\_

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

Employment depends upon your insurability with our insurance carrier. All applicants are subject to a review of their driving record. You are subject to immediate termination if you become uninsurable due to traffic violations, regardless of fault, during the course of employment.

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

CAN YOU TRAVEL IF A JOB REQUIRES IT? Yes \_\_\_\_\_ No \_\_\_\_\_

CAN YOU PERFORM THE FUNCTIONS OF THIS JOB (ESSENTIAL AND/OR MARGINAL) WITH OR WITHOUT REASONABLE ACCOMMODATION? Yes \_\_\_\_\_ No \_\_\_\_\_

EDUCATION

Name & Location	Years Completed	Did You Graduate?		Course of Study
		Major	Degree	
High School				
College				
Other				

Summarize any training, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SKILLS / ABILITIES

Typing speed \_\_\_\_\_ wpm                      Computer Skills: (explain) \_\_\_\_\_

\_\_\_\_\_

Other skills/abilities: \_\_\_\_\_

\_\_\_\_\_

EMPLOYMENT EXPERIENCE

START WITH YOUR PRESENT OR LAST JOB. INCLUDE ANY JOB-RELATED MILITARY SERVICE ASSIGNMENTS AND VOLUNTEER ACTIVITIES. YOU MAY EXCLUDE ORGANIZATIONS WHICH INDICATE RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, DISABILITIES OR OTHER PROTECTED STATUS.

Employer	Date Employed		Work Performed
	From	To	
Address	Hourly Rate/Salary		
	Starting	Final	
Phone #	Job Title		Supervisor
Reason for Leaving:			

Employer	Date Employed		Work Performed
	From	To	
Address	Hourly Rate/Salary		
	Starting	Final	
Phone #	Job Title		Supervisor
Reason for Leaving:			

Employer	From	Date Employed	To	Work Performed
Address	Starting	Hourly Rate/Salary	Final	
Phone #	Job Title			Supervisor
Reason for Leaving:				

Employer	From	Date Employed	To	Work Performed
Address	Starting	Hourly Rate/Salary	Final	
Phone #	Job Title			Supervisor
Reason for Leaving:				

PLEASE WRITE 3 OR 4 SENTENCES EXPLAINING WHY YOU WANT TO WORK FOR THIS ORGANIZATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHER JOB OR PERSONAL REFERENCES: Name \_\_\_\_\_  
 Title \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_  
 Title \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

AT A MINIMUM, GATEWAY COMMUNITY PARTNERS, INC. WILL CHECK THE MOST CURRENT THREE WORK REFERENCES. OTHER REFERENCES MAY BE ATTACHED.

I understand that Gateway Community Partners, Inc. will honor my request that my current employer not be contacted.

I do \_\_\_\_\_ do not \_\_\_\_\_ give permission to contact my current employer.

**Accuracy: I verify that the statements I have made in this application are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate discharge.**

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_

This application for employment will be considered active for six months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

I acknowledge that if hired, I will be an “*at will*” employee. I will be subject to dismissal or discipline without notice or cause, at the discretion of the employer. I also understand that this means I am free to quit my employment at any time, for any reason, without notice. I understand that no representative of the company, other than the Chief Executive Officer, has authority to change the terms of an at-will employment and that any such change can occur only in a written employment contract.

I understand that, in order to provide a safe and healthy working environment, it is the policy of the company to conduct drug screening tests and other investigative exams as it deems necessary. With full knowledge of the company policy, in the event of employment, I consent to the search and testing by the company for the purpose of enforcing this policy.

I understand that a physical examination and/or other tests may be required for my employment and I am willing to undergo such tests as required.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

FOR PERSONNEL USE ONLY

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

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_ Made By: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_ Made By: \_\_\_\_\_

Employed: Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Employment: \_\_\_\_\_ Job Title: \_\_\_\_\_

GATEWAY COMMUNITY PARTNERS, INC.  
417 SE Loop 456, Jacksonville, TX 75766  
Phone (903) 586-0437 Fax (903) 586-3080

RELEASE

I authorize investigation of my background, education, and experience and all statements contained in my application for employment as may be necessary in arriving at an employment decision. I authorize Gateway Community Partners, Inc. to obtain information from former employers, educational institutions and other persons with knowledge of my background and review this information without liability to the organization. This information may include, but is not limited to academic, achievement, performance, attendance, personal history, disciplinary and conviction records. I also release any organization which provides such information from liability. I understand any information collected during such investigation will be confidential and I will not be given access to the information.

APPLICANT'S NAME (Please print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

DISCLOSURE

I understand that Gateway Community Partners, Inc. may review my driving record by requesting a consumer report from an insurance information exchange.

Additionally, I understand that Gateway Community Partners, Inc. may review my criminal history background by requesting a report from the Texas Department of Public Safety. I understand that a criminal history background report will be used to check for criminal offenses for which a conviction would bar employment or volunteer status with Gateway Community Partners, Inc.

I further understand that before taking adverse action, Gateway Community Partners, Inc. will provide me with a copy of the report(s) as well as a summary of my rights.

I give my permission for such report(s) to be obtained. This authorization will remain in effect over the course of my employment. Reports may be ordered periodically during the course of my employment.

Name \_\_\_\_\_  
(please print clearly)

Signature \_\_\_\_\_

Date \_\_\_\_\_

EMPLOYEE MISCONDUCT REGISTRY  
AND  
NURSE AIDE REGISTRY  
ACKNOWLEDGEMENT

Please be advised it is a requirement that Gateway Community Partners, Inc. conduct a check of both the Employee Misconduct Registry and Nurse Aide Registry to determine whether your name is listed on either of these registries, prior to hiring and on an annual basis, if hired.

I give my consent for Gateway Community Partners, Inc. to conduct initial checks of both the Employee Misconduct and Nurse Aid Registries to determine whether my name is listed prior to hiring, and on a periodic basis over the course of my employment, if selected to fill a position with Gateway Community Partners, Inc.

I understand that Gateway Community Partners, Inc. will be prohibited from employing any individual whose name appears on either of these registries.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

-----  
OFFICE OF INSPECTOR GENERAL  
STATE AND FEDERAL DATABASE CHECKS

Please be advised it is a requirement that Gateway Community Partners, Inc. conduct a search for excluded employees and contractors, both individuals and entities, prior to hiring or contracting and on an ongoing monthly basis.

I give my consent for Gateway Community Partners, Inc. to conduct initial, and if hired, ongoing monthly checks of the following databases:

- Texas Health and Human Services Commission (HHSC) – Office of Inspector General (OIG) List of Excluded Individuals/Entities online searchable database: <https://oig.hhsc.state.tx.us/Exclusions/Search.aspx>
- United States Department of Health and Human Services (HHS) – OIG Excluded Individuals/Entities Search database: <http://www.oig.hhs.gov/fraud/exclusions.asp>

I understand that Gateway Community Partners, Inc. will be prohibited from employing or contracting with any individual or entity whose name appears on the above databases.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Criminal History Background Check Acknowledgement Form**

You are hereby advised that Gateway Community Partners, Inc. will conduct a pre-employment/pre-assignment criminal history check.

The following is a listing of criminal offenses for which a conviction would bar employment or volunteer status:

### Section 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) Criminal homicide (Penal Code Chapter 19)
- (2) Kidnapping and unlawful restraint (Penal Code Chapter 20)
- (3) Continuous sexual abuse or young child or children (Penal Code Section 21.02) or  
Indecency with a child (Penal Code Section 21.11)
- (4) Sexual assault (Penal Code Section 22.011)
- (5) Aggravated assault (Penal Code Section 22.02)
- (6) Injury to a child, elderly individual, or disabled individual (Penal Code Section 22.04)
- (7) Abandoning or endangering a child (Penal Code Section 22.041)
- (8) Aiding suicide (Penal Code Section 22.08)
- (9) Agreement to abduct from custody (Penal Code Section 25.031)
- (10) Sale or purchase of a child (Penal Code Section 25.08)
- (11) Arson (Penal Code Section 28.02)
- (12) Robbery (Penal Code Section 29.02)
- (13) Aggravated robbery (Penal Code Section 29.03)
- (14) Indecent exposure (Penal Code Section 21.08)
- (15) Improper relationship between educator and student (Penal Code Section 21.12)
- (16) Improper photography or visual recording (Penal Code Section 21.15)
- (17) Deadly conduct (Penal Code Section 22.05)
- (18) Aggravated sexual assault (Penal Code Section 22.021)
- (19) Terroristic threat (Penal Code Section 22.07)
- (20) Online solicitation of a minor (Penal Code Section 33.021)
- (21) Money laundering (Penal Code Section 34.02)
- (22) Medicaid fraud (Penal Code Section 35A.02)
- (23) Obstruction or retaliation (Penal Code Section 36.06)
- (24) Cruelty to livestock animals (Penal Code Section 42.09) or  
Cruelty to non-livestock animals (Penal Code Section 42.092)
- (25) 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 by this subsection.



Section 250.006 Convictions Barring Employment

(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 (5<sup>th</sup>) anniversary of the date the person is convicted of:

- (1) Assault (Penal Code Section 22.01) that is punishable as a Class A misdemeanor or as a felony;
- (2) Burglary (Penal Code Section 30.02);
- (3) Theft (Penal Code Chapter 31) that is punishable as a felony;
- (4) Misapplication of fiduciary property or property of a financial institution (Penal Code Section 32.45) that is punishable as a Class A misdemeanor or a felony;
- (5) Securing execution of a document by deception (Penal Code Section 32.46) that is punishable as a Class A misdemeanor or a felony;
- (6) False identification as peace officer (Penal Code Section 37.12); or
- (7) Disorderly conduct (Penal Code Section 42.01 (a) (7), (8), or (9)).

Furthermore, if you have lived outside the State of Texas at any time during the two years preceding your application for employment/volunteer status, criminal history information will be obtained through the FBI using a complete set of fingerprints on the official FBI card.

\*\*\*\*\*

I acknowledge the above information regarding criminal history background checks. I am aware of criminal offenses for which a conviction would bar employment or volunteer status.

---

Applicant's Signature

---

Date