



If you are interested in applying for a position with Brazos Presbyterian Homes, complete the application and submit to:

Send via email to:

Jobs@HoustonRetirement.org.

Or

Human Resources
4141S.Braeswood
Houston, TX 77025

Office Hours:
Monday – Friday
8:00am- 5:00pm

Date: _____

BRAZOS PRESBYTERIAN HOMES, INC.
Application for Employment

Brazos Presbyterian Homes, Inc. ("BPHI") is an equal opportunity employer. Qualified applicants for employment will be considered without regard to race, color, religion, sex, age, national origin, disability or Vietnam era status. BPHI prohibits harassment in the workplace. BPHI is a non-subscriber to Texas Workers' Compensation.

Name:		Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Other names under which you have been employed or attended school		E-mail address		
Address:		City	State	Zip Code
Phone Number:	Cell Phone Number	Social Security Number:	Driver's License Number:	
Position Applied For:	Date You Can Begin Work:	Hourly Rate/Salary Desired:	Are You Willing to Work Overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Shift Preference <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night		I Prefer <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Occasional/PRN		

Have you worked for BPHI previously? Yes No If yes, give dates of employment _____

Have you ever submitted an employment application to BPHI? Yes No If yes, when? _____

Do you have any relatives employed with BPHI? If yes, please list _____

What prompted you to apply for a position with us? (Ad, friend, etc.) _____

Have you ever plead guilty to or been convicted of any criminal offense, other than minor traffic citations? Yes No
If yes, provide information on criminal offense, date, location (city and state) and disposition _____

Have you ever had a criminal charge dismissed following probation, community service, counseling or the completion of other conditions set by a court (deferred adjudication or pretrial diversion)? Yes No If yes, provide information on criminal offense, date, location (city and state) _____

Are you currently serving probation, community service or fulfilling any other court directed conditions for any criminal offense? Yes No
If yes, provide information on criminal offense, current status and expected date of completion _____

Commission of a crime will not be an automatic bar to consideration for employment; however, applicants convicted of certain criminal offenses may be ineligible for employment under applicable Texas law.

Education	Names/Location of Schools	Number of Years Completed	Last Grade/Degree Completed	Major Subjects
High School				
College				
Graduate School				
Other				

Do you hold a current professional license for the position for which you are applying? Yes No If Yes, License _____

License # _____ Issuing State / Organization _____ Expiration Date _____

Have you ever been denied a professional license for the position for which you are applying by any governmental authority or organization? If yes, please provide dates, location and circumstances _____

Has your professional license ever been suspended, restricted or revoked? Yes No If yes, provide information on action taken, date and circumstances _____

Complete if applicable

Typing Skills _____ wpm Computer Skills Yes No If yes, list software _____

Other equipment you can operate _____

Special skills and remarks (include anything which would be pertinent to consideration of your application) _____

EMPLOYMENT HISTORY

List your most recent position first, use additional sheets if necessary. Explain any periods of unemployment or time periods between times employed.

Company Name		Dates of Employment		
		From:	To:	
Address		City	State	Zip
Telephone ()	Immediate Supervisor		<input type="checkbox"/> Hourly Rate or <input type="checkbox"/> Salary per _____ \$	
Position(s) Held		Reason(s) for Leaving or Seeking Other Employment		

Company Name		Dates of Employment		
		From:	To:	
Address		City	State	Zip
Telephone ()	Immediate Supervisor		<input type="checkbox"/> Hourly Rate or <input type="checkbox"/> Salary per _____ \$	
Position(s) Held		Reason(s) for Leaving or Seeking Other Employment		

Company Name		Dates of Employment		
		From:	To:	
Address		City	State	Zip
Telephone ()	Immediate Supervisor		<input type="checkbox"/> Hourly Rate or <input type="checkbox"/> Salary per _____ \$	
Position(s) Held		Reason(s) for Leaving or Seeking Other Employment		

Company Name		Dates of Employment		
		From:	To:	
Address		City	State	Zip
Telephone ()	Immediate Supervisor		<input type="checkbox"/> Hourly Rate or <input type="checkbox"/> Salary per _____ \$	
Position(s) Held		Reason(s) for Leaving or Seeking Other Employment		

Comments regarding periods of unemployment _____

Have you ever been terminated or asked to resign by any employer? Yes No If Yes, provide employer, date and circumstances _____

Applicant Verification

I certify that all of the information on this application, exhibits and resumes submitted to BPHI is true, correct, and complete. I understand that false, misleading, incomplete or omitted information will result in the rejection of my application or, if hired, the termination of my employment. I authorize BPHI and its agents to confirm all information on this application, exhibits and resumes, to contact companies and institutions listed to obtain references and to investigate my suitability for employment. I agree to provide additional information if requested by BPHI or its agents. I authorize BPHI to conduct any investigation it deems necessary with respect to information supplied above. I authorize any former employer, present employer, school, college, university, credit or finance bureau, personal reference and/or any other person to give any information they may have concerning my employment, education, certification, licenses, character, criminal record, driving record, credit or other information of any kind or type. I hereby unconditionally release from all liability for any damage, whether caused directly or indirectly from giving or receiving this information or opinions, BPHI and any informant contacted whether named or unnamed.

BPHI will conduct a criminal record check. I understand that I will be ineligible for employment if I have committed certain criminal offenses.

I understand that, if employed, I will be required to follow the personnel policies, rules, and regulatory requirements governing the organization and that infractions of such may lead to my discharge. I also understand that BPHI follows employment-at-will practices, and does not discriminate in employment based upon age, race, color, sex, national origin, physical or mental condition/disability, veteran status, or any other legally protected status. In the event of employment, I understand that any false or misleading information given in this information sheet or interview may result in discharge whenever discovered.

I understand that this employment application is not an offer of employment or employment contract, either expressed or implied, between BPHI and me. I understand that if hired, I may resign or be terminated by BPHI at any time without advance notice or requirement of cause. I acknowledge that any employment will be for an indefinite time period and that I have not been guaranteed continued employment. I also understand that no manager, supervisor, or other employee of BPHI has the authority to promise or guarantee continuing employment.

I acknowledge that I have read and understand the information set forth above.

Signature _____ Date _____

LIST OF REFERENCES

Please list a minimum of three professional and/or personal references. If you would like to list additional references you may do so on the back of this form.

Name		How long have you known this person?		
		From:	To:	
Address		City	State	Zip
Telephone ()	Alt. Telephone		Best Time to Contact	
E-mail Address		<input type="checkbox"/> Professional <input type="checkbox"/> Personal		

Name		How long have you known this person?		
		From:	To:	
Address		City	State	Zip
Telephone ()	Alt. Telephone		Best Time to Contact	
E-mail Address		<input type="checkbox"/> Professional <input type="checkbox"/> Personal		

Name		How long have you known this person?		
		From:	To:	
Address		City	State	Zip
Telephone ()	Alt. Telephone		Best Time to Contact	
E-mail Address		<input type="checkbox"/> Professional <input type="checkbox"/> Personal		

Name		How long have you known this person?		
		From:	To:	
Address		City	State	Zip
Telephone ()	Alt. Telephone		Best Time to Contact	
E-mail Address		<input type="checkbox"/> Professional <input type="checkbox"/> Personal		

I am an applicant for employment at BPHI. As such, I certify that the information I have provided to BPHI both orally and in writing is accurate and complete. I authorize BPHI and any agent acting on its behalf to confirm this information and to secure necessary information from all my references. I release without reservation all of those information providers and BPHI and any agent acting on its behalf from any and all liability arising from their giving or receiving information about my employment history, character, academic credentials or qualifications. I understand that this information is confidential and that disclosure of this information to me and to others will be governed by BPHI policy and state and federal law.

I, therefore, authorize BPHI and any agent acting on its behalf to contact the above named entities or individuals.

Signature

Date

Printed Name

Brazos Presbyterian Homes, Inc.

Fair Credit Reporting Act Disclosure of Information

Brazos Presbyterian Homes, Inc. ("BPHI") when considering your application for employment, when making a decision whether to offer you employment, when deciding whether to continue your employment (if you are hired), and when making other employment related decisions directly affecting you, may wish to obtain and use a "consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act (FCRA), which applies to you. As an applicant from employment or as an employee of BPHI you are a "consumer" with rights under the FCRA.

A "consumer reporting agency" is a person or business that, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information on consumers for the purpose of furnishing "consumer reports" to others, such as, BPHI.

A "consumer report" is any written, oral, or other communication of any information by a "consumer reporting agency" bearing on a consumer's character, general reputation, personal characteristics or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer's eligibility for employment purposes. For BPHI purposes, a consumer report will include information from law enforcement agencies, state agencies and public records information, such as felony, misdemeanor and sex offender criminal records.

If BPHI obtains a "consumer report" about you, and if BPHI considers any information in the "consumer report" when making an employment related decision that directly and adversely affects you, you will be notified before the decision is finalized and you will be provided with the name of the agency or agencies within the time allowed. You may also contact the Federal Trade Commission about your rights under the FCRA as a "consumer" with regard to "consumer reports" and "consumer reporting agencies."

Applicant Initials

I am a applicant for employment at BPHI. As such, I certify that the information I have provided to BPHI both orally and in writing is accurate and complete. I authorize BPHI and any agent acting on its behalf to confirm this information and to secure necessary information from all my employers, references, credit bureaus and academic institutions. As part of this inquiry, my complete police and driving record will be reviewed and civil litigation records checked. I release without reservation all of those information providers, including law enforcement agencies, state agencies, state repositories, city, state and federal court or information service bureaus, and BPHI and any agent acting on its behalf from any and all liability arising from their giving or receiving information about my employment history, academic credentials or qualifications (except liability arising under the Fair Credit Reporting Act). I understand that this information is confidential and that disclosure of this information to me and to others will be governed by BPHI policy and state and federal law.

I also understand that I have rights under the Fair Credit Reporting Act. This authorization will remain in effect throughout the term of employment. Any false or misleading statements I have made will be sufficient cause for rejection of my application or for dismissal if BPHI employs me. I have read and understand the preceding statement.

Signature

Date

Printed Name

Witness Signature

Date

Printed Name

Brazos Presbyterian Homes, Inc. ("BPHI")
Pre-Hire Criminal Conviction and Motor Vehicle Background Investigation Policy

BPHI desires to provide a safe environment for all employees and clients at each of our locations. To help us achieve this goal and comply with state and federal laws as well as regulatory and licensing requirements, our policy requires that we conduct a background investigation on all job candidates to determine their eligibility for an offer of employment. All candidates for employment, prior to conducting the investigation, must complete the form entitled Criminal Conviction and Motor Vehicle Background Investigation Acknowledgment. Any individual hired prior to BPHI's receipt of his/her criminal background report will by law be considered a temporary worker until the check is complete. Upon BPHI's receipt of an acceptable background report, you may then be offered a regular position for which there is a three month probationary period.

It is our policy to hire or continue to offer employment to persons who have never pled guilty to, been convicted of, or received probation, community service or completed other conditions set by a court, such as deferred adjudication or pretrial diversion, for any criminal offense, other than minor traffic citations including, but not limited to criminal homicide; kidnapping and false imprisonment; indecency with a child; continuous sexual abuse of a young child or children; sexual assault; indecent exposure; improper photography or visual recording; online solicitation of a minor; aggravated assault or aggravated sexual assault; injury to a child, elderly individual or disabled individual; abandoning or endangering a child; aiding suicide; deadly conduct; terroristic threat; agreement to abduct from custody; sale or purchase of a child; money laundering; Medicaid fraud; arson; robbery; aggravated robbery; cruelty to animals; false identification as a peace officer; disorderly conduct; injury to a person; possession of illegal substance; fraud; theft; assaultive offenses; burglary; weapons; or other action which violates state or federal guidelines for any agency, organization, or other entity owned or operated by BPHI. Applicants guilty of other convictions which the Company believes to be a risk to the safety or welfare of our clients' or employees' will be considered unemployable.

Persons convicted of driving while under the influence of alcohol within the past five (5) years will be considered unemployable. Persons with motor vehicle records that indicate three (3) or more moving violations within the past three (3) years are not considered employable if their job requires them to transport clients or drive Company owned or operated vehicles. Jobholders required to drive on behalf of the Company must be at least age 21.

Criminal and motor vehicle records may be investigated on all employees once every 12 months. Any time the Company learns that an employee is no longer in compliance with this policy, an investigation will occur immediately. In the event the investigation confirms that the employee is not in compliance with Company policy or state and federal regulatory guidelines and laws, that employee will be terminated immediately. All employees are required to notify their supervisor immediately, should any of the above stated events occur regarding themselves or another employee of the Company. The Company reserves the right to conduct an investigation at any time for reasonable cause.

Only employees authorized by Company management may conduct a criminal history check. Employees are prohibited from requesting a criminal history check on anyone who is not an employee or an applicant for employment.

Compliance with the BPHI Background Investigation Policy is a condition of employment. Failure or refusal by an employee or applicant to cooperate fully, sign any required document, submit to any background check, or other such failure to comply with any provision of this policy will be grounds for immediate termination of employment or disqualification from employment eligibility.

Information obtained as a result of a background investigation will remain confidential and will be kept in a secured file drawer separate from other employment records.

**Pre-Hire Criminal Conviction and Motor Vehicle Background Investigation
ACKNOWLEDGMENT**

I, _____, have read the Background Investigation policy as presented to me, and any questions which I may have had have been answered. I, therefore, fully understand its meaning and requirements and hereby agree that should I become employed by BPHI I will comply with it at all times. I agree to cooperate with the procedures for conducting a criminal conviction and motor vehicle background investigation. I affirm that all of the information provided by me which may be used in complying with the investigation is true and correct. I acknowledge that if any investigation reveals information that would bar employment, if hired, my employment will terminate immediately.

I AM AT LEAST 18 YEARS OF AGE

Applicant Signature

Date

Brazos Presbyterian Homes, Inc. ("BPHI")
PRE-HIRE SUBSTANCE ABUSE & DRUG TESTING POLICY

BPHI is committed to maintaining a safe, healthy, productive and lawful work environment. We believe our employees have the right to work in an alcohol-free and drug-free environment as well as work with others who are free from the effects of alcohol and illegal drugs. The use of illegal drugs and/or controlled substances increase the potential for, among other things, on-the-job injuries, absenteeism, unsatisfactory work performance, poor morale and damage to BPHI's reputation. The use, possession or distribution of illegal drugs and/or controlled substances is strictly prohibited on any Company premise, in any Company facility and in any work situation involving the Company, its employees, clients and/or suppliers.

Applicants and employees are required to complete the drug testing process within 24-hours of receipt of notification from a BPHI representative. If any Applicant fails to complete the drug testing process within 24-hours of receipt of notification from a BPHI representative, that Applicant will no longer be eligible for employment with BPHI.

All final candidates for jobs must submit to a drug test for the urinary presence of the drugs of abuse and alcohol prior to being considered for employment with BPHI. No candidate may be considered for regular employment until drug test results are received. Positive test results will be sent to Medical Review where a Medical Review Officer will confirm a positive or negative test after following medical review procedures and contacting the donor. If a positive test result is confirmed, the candidate will not be eligible for employment with BPHI, and if the candidate was hired on a contingent offer letter, the employment will end for violation of BPHI's substance abuse and testing policy.

More specifically, the test confirmation will occur as follows: in all cases, a test positive will be verified by a second confirmation test from the same specimen. All positive test results will be further analyzed by a third party, licensed physician referred to as a Medical Review Officer (MRO). MRO will contact the donor to determine if there are valid prescriptions or other factors to be considered before rendering a confirmed result. The MRO will inform the donor of the result that will be reported; therefore, BPHI will provide no further explanation to the individual upon request.

Any such test results or follow-up, as well as other health records and information, are confidential and shared only with those persons within the Company who have a legitimate need to know. All specimen collection and processing techniques will be consistent with BPHI's rules governing forensic tests.

A job applicant or candidate who refuses to consent to a drug and/or alcohol test will be denied employment with BPHI.

No applicant for employment will be labeled a "drug user", and there will be no disclosure of such information to a third party who does not have a need to know about test results or subsequent actions. All investigations and test results of individuals will be kept confidential except that there may be instances when BPHI will be required to notify legal or regulatory authorities.

Pre-Hire Substance Abuse and Drug Testing Policy
ACKNOWLEDGMENT

I, _____, have read the Pre-Hire Substance Abuse and Drug Testing Policy as presented to me and any questions which I may have had have been answered. I, therefore, fully understand its meaning and requirements and hereby agree to comply with it at all times during the interview process, and should I become an employee of BPHI, during my employment.

I AM AT LEAST 18 YEARS OF AGE

Applicant Signature

Date

Brazos Presbyterian Homes, Inc.
("BPHI")

Applicant for Employment
RELEASE OF EMPLOYMENT RECORDS

I, _____, hereby authorize BPHI and its agents to investigate all facts contained in my application for employment with said Company, and authorize the release of any and all information by my present and past employers, wherever located, which may be required for a reference check. I further authorize all of my previous employers and current employer to give any and all information concerning my employment and any other pertinent information which said employers may have, personal or otherwise, and I release all parties from all liabilities for any damages which may result from furnishing of said information. I understand and agree that, if hired, my employment is for no definite period of time, and that I may be terminated at any time without prior notice. A copy of this release shall be as valid as the original.

Applicant Signature

Date

Printed Name of Applicant

Witness Signature

Date

Printed Name of Witness

I authorize BPHI, and its designated representative to release any and all pre-employment or employment records including Criminal Conviction and Motor Vehicle Background Investigations, and my Drug Testing results to a Workforce Commission, Equal Employment Opportunity Commission, Wage and Hour Board, or other entity to which I have made claim for benefits of any kind or made any type of claim, and to release to any federal or state agency.

The signature of applicant is required for consideration for employment. The signature of employee is required as a condition of employment. Nothing in this policy is intended to alter the Company's position of employment-at-will. The length of employee's employment at BPHI is for no specified period of time and employment may be terminated by the Company or by the employee at any time for any reason.

Signature

Date

Printed Name

Witness Signature

Date

Printed Name