



PLEASE READ THIS APPLICATION CAREFULLY.

TRI-COUNTY COMMUNITY ACTION, INC.  
APPLICATION FOR EMPLOYMENT

A false or dishonest answer or failure to disclose pertinent information to any question on this application will be grounds for rating you ineligible for employment with TCCA, or for dismissing you after employment. All statements on this application are subject to investigation, including checks of salaries, references, motor vehicle records, criminal records and former employers.

You will be required to provide proof of continued insurance coverage (Liability minimum) on your vehicle. You must have valid identification and be able to provide a valid driver license to operate our vehicles.

A physical exam and skin TB test is required before a final decision is made upon hire.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

Are you related to an employee or board member of Tri-County Community Action? \_\_\_\_\_ (Y/N)  
If yes, please list \_\_\_\_\_

Please return to the Human Resources Office  
214 Nacogdoches St.  
P.O. Drawer 1748  
Center, Texas 75935  
Fax to: 936-598-7273



# Tri-County Community Action

## Employment Application

YOU MUST BE AT LEAST 18 YEARS OF AGE IN ORDER TO BE CONSIDERED FOR HIRE.

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Minimum Salary:\$ \_\_\_\_\_ Desired Salary:\$ \_\_\_\_\_

Are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony? YES NO

Please be advised that if considered for hire, a background check and a motor vehicle record will be submitted before hire.

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Diploma/GED: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES NO Degree: \_\_\_\_\_



Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Application Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

References: \_\_\_\_\_ **Background:** \_\_\_\_\_

Education Records: \_\_\_\_\_ **MVR:** \_\_\_\_\_

FBI: \_\_\_\_\_ I-9: \_\_\_\_\_

Affidavit: \_\_\_\_\_ **TB** \_\_\_\_\_ **Physical** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_