

## EMPLOYMENT APPLICATION INSTRUCTIONS



PLEASE COMPLETE ALL PAGES OF THE APPLICATION FOR EMPLOYMENT. Do not leave questions blank. Start with your present or last job. Include any job-related military services assignments and volunteer activities. Work performed should clearly describe your qualifications. Be sure to sign when completed.

You may submit your application with required documents and/or any questions to:

**In Person:**

Bastrop Admin Office  
2402 Main Street  
Bastrop, TX 78602  
Attn: Human Resources

**E-mail:** [psanders@ctfhs.org](mailto:psanders@ctfhs.org)

**Subject:** Job Title

**Fax:** (512) 303-6604

**Attention:** Human Resources

**Notices:**

**BACKGROUND CHECKS**

Background checks of criminal records, the child abuse registry, and driving records are conducted only on applicants being seriously considered for hire. Your signature on the employment application is your consent and authorization for Cen-Tex Family Services, Inc. or its authorized agent to conduct required background investigation. Employment is contingent upon satisfactory results of the criminal background investigation. Fingerprinting will also be required in accordance with the Texas Minimum Standards for Child-Care Centers.

**VERIFICATION OF CREDENTIALS**

Our policies require that you must submit proof of your education for your employment application to be considered. Applications without proof of education attached will not be considered. Proof of education must show the applicant meets the requirements of the position and can include:

- 1.) A copy of a High School diploma/GED or High School transcripts containing graduation date;
- 2.) College transcripts if required to meet minimum requirements of job posting; and
- 3.) Certificate, Licenses, and Registrations.

Cen-Tex Family Services, Inc. or its authorized agent verifies and documents the recommended applicant's college degrees, appropriate coursework, and licenses or certificates if the position requires these credentials. If hired, transcripts and other documentation related to credentials are maintained in the employee's personnel file.

*Cen-Tex Family Services, Inc. is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or any other legally protected status. CTFS undertakes action to assure equal opportunity to underutilized minorities, women, and for all other persons with disabilities. CTFS policy is to be consistent with the provisions of applicable state and federal law.*