



Notice to Applicants

This Application:

Please indicate the position (s) for which you qualify and wish to be considered. Only the minimum requirements are listed for position vacancies, and additional requirements may be necessary depending on the actual job assignment. Applications are required to be completed in full to be considered. ***Resumes and/or Cover Letters may be submitted in conjunction with the application, but not as a substitute for the application.***

Because of the volume of applications submitted, the Human Resources Office will not screen applications already on file. Only applications submitted for a specific posted vacancy will be screened. **The Human Resources department will not release the status of applications.** Your application will be valid for 6 months. The application and attached EEO sheet are to be mailed or delivered directly to the Human Resources Department. ***If you are submitting these documents via email or fax and are selected for employment, the originals must be submitted to Human Resources prior to your hire date.***

Mail: Pecan Valley MHMR
650 West Green Street
Stephenville, Texas 76401
Attention: Human Resources

Fax: (254) 965-4308
Attention: Human Resources

Email: aparks@pvmhmr.org

Non-Discrimination:

Pecan Valley MHMR is an Equal Opportunity Employer. The Pecan Valley Mental Health Mental Retardation Region considers applicants for all positions without regard to race, color, national origin, age, marital status, or veteran status, the presence of non-job related medical conditions or handicap or any other legally protected status. *Ruben DeHoyos, Rights Protection Officer, (817) 648-7121* as been designated to implement regulations and coordinate compliance with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1993, and other laws which prohibit employment discrimination.

Please Note: *Voluntary EEO information that is requested on the attached sheet is not part of your official application for employment and will not be used in any hiring decisions.*

Eligibility for Employment:

Under the Immigration Reform and Control Act of 1986, all applicants for employment are required to be eligible for employment in the U.S. If hired, applicants WILL BE REQUIRED to present as part of the hiring process ORIGINAL DOCUMENTS to verify employment authorization and positive proof of identification (usually a Driver's License and Social Security card). You may contact the Human Resources Department for other acceptable forms of identification and employment eligibility.

Criminal Conviction Clearance:

Under Texas laws convictions related to any sexual offense, drug related offense, murder, theft, assault, battery, or any other crime involving personal injury or threat to another person may make you ineligible for employment with Pecan Valley MHMR Region. The names of all prospective employees are cleared through the Texas Department of Public Safety, and in some cases the FBI to determine the existence of such records. A "conviction" is any adjudication of guilt, a plea of guilty or nolo contendere, or the assessment of probation or community supervision as punishment for a criminal offense.

Driving Records:

Pecan Valley MHMR Region requires employees to maintain a good driving record. All applicants considered for employment will have their driving record reviewed through the Texas Department of Public Safety prior to being offered a position. Applicants considered for employment must meet the following criteria:

- 1) If the position requires transporting clients and/or using a center vehicle on either a regular or occasional basis, the applicants driving record must have no more than one (1) moving violation in the past three years and the applicant must be at least 18 years of age.
- 2) If the position requires that they will seldom drive a center vehicle, the applicant's driving record must have no more than two (2) moving violations in the past three years, and the applicant must be at least 18 years of age.

Reference Checks:

For ALL persons considered for employment, Pecan Valley MHMR Region will also verify the following information:

- 1) Employment References
- 2) Education
- 3) Professional License or Certificate
- 4) Texas Client Abuse and Neglect Reporting System Database

Alcohol and Drug Free Workplace:

All persons considered for employment will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test will be denied employment. This agency will not discriminate against applicants for employment because of past history of drug abuse. Therefore, individuals who have failed a pre-employment test may initiate another inquiry with the Region after a period of no less than six months, but must present themselves drug-free.

In-House Applications:

Any Pecan Valley MHMR Region employee who is interested in and qualified for a newly created or vacant position may submit an internal application to the Human Resources Office, if they have been employed with the agency a minimum of six months.

FALSIFICATION OF THE APPLICATION IS GROUNDS FOR IMMEDIATE TERMINATION OF EMPLOYMENT. THANK YOU FOR YOUR APPLICATION AND INTEREST IN PECAN VALLEY MHMR.

***Proudly Serving:
Erath, Hood, Johnson,
Palo Pinto, Parker, and Somervell Counties***

PECAN VALLEY MHMR REGION

For personnel office use only, detach and return to Administrative Office.

REQUIRED INFORMATION
For Criminal History Clearance and Driving Record Check

Date: _____ Phone: _____

Name: _____
(LAST) (FIRST) (MIDDLE) (MAIDEN NAME)

Address: _____
(STREET) (CITY) (STATE) (ZIP)

Sex: _____ Male _____ Female _____ Date of Birth: _____ Social Security No. _____

Drivers' License No. _____ Date DL Expires _____
Texas Drivers' License? Yes No If no, what state? _____

Please list all accidents and moving traffic violations during the past three years where you received a ticket or citation. Include date, location, what happened, and outcome.

Education Level: _____ High School Diploma _____ GED _____ BA _____ BS _____ MA _____ MS

License or Certification: (List type and number) _____

VOLUNTARY INFORMATION
For EEO Reporting

Ethnicity: _____ White, Middle Eastern, North African, European
_____ Hispanic (E.g. persons of Mexican, Puerto Rico, Cuban, Central or South American-descent)
_____ Black
_____ American Indian, Alaskan Native
_____ Asian, Pacific Islander

Check if any of the following are applicable:
_____ Veteran _____ Disabled Veteran
_____ Vietnam Era Veteran _____ Handicapped

Position(s) Applied For: _____

Referral Source: _____ Advertisement _____ Which Publication?: _____ Cross Timbers Trading Post
_____ Employee _____ Glen Rose Reporter
_____ Relative _____ Hood County News
_____ Walk-In _____ Mineral Wells Index
_____ School _____ Stephenville Empire Tribune
_____ Government Agency _____ Weatherford Democrat
_____ Private Employment Agency _____ Other (Specify)
_____ Other _____

APPLICATION FOR EMPLOYMENT

Pecan Valley Mental Health Mental Retardation Region
 P.O. Box 973 650 Green Street Stephenville, TX 76401 254-965-7806

Please Complete - Resumes may NOT be substituted for this information.

PERSONAL			
Date: _____		Please answer every question using ink.	
Name: _____	(LAST)	(FIRST)	(MIDDLE)
(SOCIAL SECURITY NO.) _____			
Address: _____	(STREET)	(CITY)	(STATE)
(ZIP) _____			
Telephone: (Home) _____	(AREA CODE)	Other _____	(AREA CODE)
Previous Address: (If Less than 2 years at above)			
_____	(STREET)	(CITY)	(STATE)
(ZIP) _____			
Have you lived outside of Texas in the past two years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will you relocate if job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will you travel if job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you legally eligible for employment in the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, verification will be required.]			
Are you 21 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Position desired: _____		Date available for work _____	
Minimum Salary expected _____			
Type of employment desired: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>			

RECORD OF EDUCATION					
School	Name and Location of School	Major/Minor	Number of Semester Hours Completed	Did you Graduate?	Degree or Diploma
College/ University					
High School			Number of years completed?		
GED					
Other					
TRANSCRIPTS WILL BE REQUIRED FOR VERIFICATION OF EDUCATION.					

Please list current professional licenses, certificates or registrations. Verification for file will be required.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, or handicap.

RECORD OF EMPLOYMENT

Please give accurate full-time and part-time employment records starting with the present or most recent employer.

1. Employer	Telephone
Employers Address	Employed (Month and Year) From To
Name & Title of Supervisor	Salary Start Salary Last
Describe Your Work:	Reason for Leaving
Starting Title Last Title	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, give reason

2. Employer	Telephone
Employers Address	Employed (Month and Year) From To
Name & Title of Supervisor	Salary Start Salary Last
Describe Your Work:	Reason for Leaving:
Starting Title Last Title	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, give reason:

3. Employer	Telephone
Employers Address	Employed (Month and Year) From To
Name & Title of Supervisor	Salary Start Salary Last
Describe Your Work:	Reason for Leaving:
Starting Title Last Title	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, give reason:

4. Employer	Telephone
Employers Address	Employed (Month and Year) From To
Name & Title of Supervisor	Salary Start Salary Last
Describe Your Work:	Reason for Leaving:
Starting Title Last Title	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, give reason:

Please explain any periods of unemployment.

ADDITIONAL EMPLOYMENT/VOLUNTEER DATA

Employer	Location	Title	Dates Employed
5. _____			
6. _____			
7. _____			

Have you ever been employed by Pecan Valley MHMR Region? Yes No
 If yes, When? _____

Do you have any relatives working or volunteering for Pecan Valley MHMR Region?
 Yes No If yes, list names, relationships, & place employed. _____

Are you a student? Yes No
 If yes, Where? _____

Classification: _____

**MILITARY RECORD
 COMPLETE THIS SECTION IF YOU SERVED IN THE U.S. ARMED FORCES**

Describe your duties and any special training, or commendations

Branch of Service

Period of Active Duty (Month & Year)

From _____ To _____

Rank, Date of Discharge

Level of Security Clearance:

NOTE: A certified copy of report of separation from the armed forces may be required.

Active Reserve

From _____ To _____

OTHER SKILLS

Special Skills/Qualifications:

Approximate words per minute in typing. _____

Languages	Speak	Read	Write	Comments
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Signing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Do you have a valid Texas driver's license? Yes No

Yes No

Do you have any moving violations for the past three years. Yes No If yes, please list driving violations or explain.

PERSONAL REFERENCES (NOT EMPLOYERS)

Name	Address	Phone Number	Occupation
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

OTHER

Do you use tobacco?

Yes No

Have you ever been refused a bond?

Yes No

Have you been convicted of a crime which has not been annulled, expunged or sealed by a court? Yes No
If yes, describe in full _____

PLEASE READ AND SIGN BELOW

- I hereby declare that the information provided by me in this application for employment is true, correct, and complete to the best of my knowledge. If employed, I understand that any misstatement or omission of fact on this application will be considered cause for dismissal.
- I understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way.
- I authorize Pecan Valley Mental Health Mental Retardation Region to make an investigative consumer report which contains information obtained through personal interviews with my neighbors, friends, and acquaintances. This report may include information as to my character, general reputation, and personal characteristics.
- I understand that all individuals who receive an offer of employment must successfully complete a physical examination and drug screen prior to beginning work (at employer's expense). Individuals offered employment in specific positions must successfully complete an additional test of their physical abilities.
- This agency is an equal opportunity employer. This agency does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state, or federal law.
- I understand and agree to support Pecan Valley Mental Health Mental Retardation Region as an alcohol-free, tobacco-free, drug-free, and weapon-free workplace.

Signature _____

Date _____