



**Information
Referral
Resource
Assistance, Inc.**

Your One Stop Multi-Service Center

EMPLOYMENT APPLICATION

Information Referral Resource Assistance, Inc. (IRRA) is an equal opportunity employer and does not discriminate because of race, color, religion, disability, sex, or national origin in the educational programs or activities which it operates, including employment therein.

Date: ____/____/____

Employment Desired

Position: _____ Date You can Start ____/____/____ Salary Desired _____

Type of employment: Full-time Part-time Temporary

Personal Information

_____ Social Security No: ____ - ____ - ____
Last Name First Name Middle Name

_____ City State Zip Code
Address (Number, Street)

Home Phone Number: _____ Cell Phone Number _____

Emergency Contact: _____
Relationship First and Last Name Address Phone

Education

High School Diploma/GED City/ State Did you graduate? Yes No
College/University City/ State Did you graduate? Yes No
Technical/Vocational School City/ State Did you graduate? Yes No

General

Indicate typing, computer, bookkeeping ability
Typing (WPM) _____ Computer (Programs) _____ Bookkeeping _____

List work experience beginning with most recent:
Employer City Position Dates (From – To)

Have you ever been convicted of a felony? _____ Are you eligible to work in the United States?
Are you related to any present member of the School Board?
To the best of my knowledge the above information is correct. _____
Applicant's Signature Date

Note: Attach a current resume to this application. Please write about your work experience and explain all gaps in time. This application will not be considered without the applicant's resume and any attachments. Thank you for your interest in our Organization.

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Criminal History Authorization

Texas Education Code 22.083 authorizes a school district to obtain the criminal history record of every applicant for employment or volunteer services with the Charter School system. Therefore, as a part of your application process, you need to complete the following questions:

Name: _____
Last First Middle Jr./Sr. etc.

Social Security Number: _____ Driver License Number _____ State: _____

Birth Date: _____ Sex (*check one*) Race (*check one*)
 Male Female Hispanic Black White/Other

Current Address: _____
City State Zip

For each residence in the last five years, list City, State and applicable dates:

City	State	mm/yyyy	mm/yyyy	Last Name (at time of date listed)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Volunteers only—List campuses or programs of interest to you: _____

Have you ever been convicted of or received deferred adjudication for a criminal offense: Yes No
If yes, please indicate the year, location and type of each offense. More facts may need to be discussed later.

Location: (city, state)	Offense:	Last Name:	Year:
_____	_____	_____	_____
_____	_____	_____	_____

I hereby authorize IRRA, Inc's agent(s) to obtain a consumer report on me. IRRA, Inc. is authorized to use any source including, but not limited to, consumer reporting agencies, private investigators, and law enforcement agencies. Furthermore, I authorize any of these agencies to release information on me to IRRA, Inc's agent(s).

I also hereby acknowledge that I have received a notice that a report may be obtained for employment purposes if applicable. I understand that the information I am providing about age, sex, and ethnicity will not be used to determine my eligibility for employment or volunteer services, but will be used solely for the purpose of obtaining consumer information including criminal history information. I further understand that information from my consumer report will not be used in violation of any applicable Federal or State equal employment opportunity laws.

Signature Date

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