



Pharr Literacy Project, Inc.

1100 E. Business 83

Pharr, TX 78577

Application for Employment

To Applicant:

The Staff Application and Criminal Background Check form **MUST** be completely filled out and signed and then returned to the PLP Central Office. Resumes and college transcripts must be attached to the Staff Application.

Please **DO NOT** submit more than one Staff Employment Application.

Staff Employment Applications are kept active for one full year from the date the application was signed.

An active email address is necessary in order to receive notifications of position(s) for which you have applied has been closed or filled. Formal letters of notification will be mailed only to finalists who were not selected for hire.



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To Applicant: We deeply appreciate your interest in PLP and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications, and may assist us in possible future upgradings. If you need help in filling out your application form or in any phase of the employment process, every effort will be made to accommodate your needs in a reasonable amount of time. It is extremely important and to your advantage to complete this application fully.

With few exceptions, you have the right to request and be informed about information that PLP collects about you. You are entitled to receive and review the information upon request. You also may have the right to ask PLP to correct any information that is determined to be incorrect. (Reference Government Codes 552.021, 552.023 and 559.004)

Name: _____

Last

First

Middle

Present Mailing Address: _____

Street

City

State

Zip

Telephone No: _____ Email Address _____ What position are you applying for? _____

Are you over 18 years of age? _____

Are you available to work full-time?

Part-Time?

When can you start working? _____

What is your minimum salary requirement? _____

Are you a current PLP employee? _____

Are you eligible to work in the United States? _____

Have you previously been employed by PLP? _____ If yes, when? _____ In what capacity? _____

Are you related to any member of the PLP staff or board of directors? _____

If yes, give names and relationships: _____

Have you ever been employed under another name? _____ If yes, under what name? _____

Have you ever been convicted of violating any law, other than minor traffic violations? Yes No If yes, explain in concise detail on a separate sheet of paper, give dates nature and circumstances of the crime.

Education – Circle the total number of years of education that you have completed (elementary through college. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20)																	Check if you have a GED <input type="checkbox"/>		
Name and Location of School	Did you graduate?	Hours of Credit	Minor	Major															
High School																			
College or University																			
Other Formal Training																			



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Beginning with your present or most recent job, list below all requested job history information even if you are submitting a resume.

Name and address of company and type of business	Employment Dates	Rate of Pay	Job Title	May we Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Name of Supervisor	Telephone Number		
Describe in detail the work you did:				
Reason for leaving:				

Name and address of company and type of business	Employment Dates	Rate of Pay	Job Title	May we Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Name of Supervisor	Telephone Number		
Describe in detail the work you did:				
Reason for leaving:				

Name and address of company and type of business	Employment Dates	Rate of Pay	Job Title	May we Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Name of Supervisor	Telephone Number		
Describe in detail the work you did:				
Reason for leaving:				



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	Name of Supervisor	Telephone Number		

Describe in detail the work you did:

Reason for leaving:

Name and address of company and type of business	Employment Dates	Rate of Pay	Job Title	May we Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Name of Supervisor	Telephone Number		

Describe in detail the work you did:

Reason for leaving:

Special Abilities, Skills or Knowledge Be specific in listing all special skills you possess and machines or office equipment you can use such as calculators, printing or graphics equipment, types of software and hardware, programming languages, etc.		
<input type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft Power Point <input type="checkbox"/> Network Installation or Administration	<input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Microsoft Access <input type="checkbox"/> Word Perfect	<input type="checkbox"/> Other



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References: List the names of three (3) individuals who are not related to you.

Name	Address (Street, City, and State)	Phone Number

Military Service (A coy of separation from the Armed Services may be required.)

Were you in the U.S. Armed Forces? Yes No If yes, what branch? _____

Dates of Service (From/To) _____

Please read the following statements carefully and indicate your understanding and acceptance by signing in the space provided.

1. I certify that all the information provided by me in connection with my application, whether on these documents or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire, or if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of exemption from registration upon hire.
4. I understand that PLP will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
5. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.
6. I understand that disclosure of my SSN is optional. PLP may use the SSN for administrative tracking purposes and for identification of individuals. This is in accordance with the Federal Law U.S. C 552a Section 7(b).
7. I understand that any offer of employment tendered me is contingent upon agreement to abide by the rules and regulations of the Pharr Literacy Project.
8. I understand and agree that any employment will be probationary for one hundred and eighty (180) days during which time I may be discharged without cause.
9. I understand that an active email address is necessary for me to receive notifications of position(s) for which I have applied have been closed or filled. I also understand that formal letters of notification will be mailed only to finalists who were not selected for hire.

Applications will be kept in an active file for one (1) year from the date of this application. This application will be destroyed after 2 years from the date of this application.

This Application must be signed. Sign Here: _____
Signature of Applicant Date

PLP is an equal opportunity employer. Staff members are selected without regard to race, color, disability, sex, or national origin consistent with the assurance of compliance with Title VI of the Civil Rights Act of 1964 and Executive Order 11246 as issued and amended. Federal law requires compliance with the Immigration Reform Control Law of 1986.



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Need to add Criminal Background Check