

# METHODIST CHILDREN'S HOME

1111 Herring Avenue  
Waco, Texas 76708  
recruiter@mchwaco.org

Methodist Children's Home is a professional Christian ministry for children, youth and families. Our nationally recognized programs make us a leader in child care. We expect all of our employees to conduct their professional and personal affairs in a manner which presents a positive role model for our youth.

Mission Statement: Methodist Children's Home offers hope to children, youth and families through a nurturing, Christian community.

**Please TYPE or PRINT (in blue or black ink) responses to the following job-related questions.**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone 1 \_\_\_\_\_

Position Desired \_\_\_\_\_ Phone 2 \_\_\_\_\_

Source \_\_\_\_\_ Email \_\_\_\_\_

Have you worked for Methodist Children's Home before?

Yes  No When? \_\_\_\_\_ Where? \_\_\_\_\_

List friends working at the Home \_\_\_\_\_

List relatives working at the Home \_\_\_\_\_

Are you available to work additional hours when necessary?

Yes  No Different Shifts? \_\_\_\_\_

Do you have an active drivers license?

Yes  No

**NOTE: You must have an active drivers license for all positions.**

Have you had 3 or more traffic violations or accidents in the last 3 years?

Yes  No Where? \_\_\_\_\_

Have you been arrested, convicted of, or have you pleaded guilty or no contest (nolo contendere) to a felony or misdemeanor (anywhere)?

Yes  No Details? \_\_\_\_\_

Do you have criminal charges pending against you at this time?

Yes  No Charges? \_\_\_\_\_

If the answer to any of the previous questions is yes, please explain.

**Methodist Children's Home does not discriminate based on sex, race, color, religion, national origin, age, veteran status or political beliefs. Physical or mental challenges will not disqualify an applicant who meets bona fide job requirements.**

## EMPLOYMENT HISTORY

Beginning with your current or most recent job, complete the following information for both full-time and part-time jobs. Please account for all time periods. Methodist Children's Home may contact these companies regarding employment unless noted below.

Company _____	Date Started _____
Address _____	Date Left _____
City/State/Zip _____	Telephone & Extension _____
Your Position _____	Last Pay Rate _____
Supervisor Name/Title _____	Your Department _____
Description of Job Duties _____	
Reason for Leaving _____	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No    If not, why? _____	

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May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No    If not, why? _____	

**ADDITIONAL INFORMATION REQUIRED FOR  
YOUTH CARE WORKER/COUNSELOR APPLICANTS**

Youth Care Workers (Homeparents) are on duty with the youth 24 hours each day for 7 day rotations.

Youth Care Counselors are shift workers working 8 to 12 hours per shift up to 40 hours per week.

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Describe work, volunteer or personal experiences in supervising groups of children.

Why do you think you can effectively supervise groups of children?

Why do you feel that group child/youth care work is the right occupation for you?

Do you prefer to work with a particular age group or gender? Why?

Please share any other comments relating to working with a group of children/youth on a daily basis.

## ADDITIONAL QUESTIONS

Please read and answer the following questions.

Describe any skills, strengths or experiences which would help you in the job you desire here.

Have you lived in any other cities in the State of Texas? If so, please list cities.

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Have you lived outside the State of Texas within the last 5 years? If so, please list states.

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Have you terminated employment with the Texas Department of Family and Protective Services (TDFPS) within the last 365 days?

Yes     No    If yes, provide termination date: \_\_\_ / \_\_\_ / \_\_\_

Have you worked for the Texas Department of Family and Protective Services (TDFPS) within the last 4 years?

Yes     No    If so, provide employment dates. Start Date: \_\_\_ / \_\_\_ / \_\_\_    End: \_\_\_ / \_\_\_ / \_\_\_

## EDUCATION

Name and Location	Specialization	Years Attended	Degree/Diploma
High School			
College/University			
Other Education			

## PERSONAL REFERENCES

**NOTE: These references should not include relatives or employers**

Reference Name	Complete Address	Phone Number
Reference 1		
Reference 2		
Reference 3		

**IMPORTANT - READ CAREFULLY**

Employment at Methodist Children’s Home involves working with troubled children and may be very stressful at times. Any past experience with emotional or nervous disorders should be considered prior to accepting a position with this organization.

If hired, I agree to conform to the policies and procedures of Methodist Children’s Home. I understand that my employment may be terminated at any time, with or without cause and with or without notice, at the option of either the employee or Methodist Children’s Home.

I authorize Methodist Children’s Home or its representative to verify any information contained in this application and/or the attachments. I further authorize Methodist Children’s Home to verify and/or secure other information relating to my employment with Methodist Children’s Home including but not limited to: education and training data, previous employment data, driving records, and arrest/conviction records, etc.

I agree that any misrepresentations made by me on the application or during related interviews may result in the withdrawal of an offer of employment or termination of employment if I have begun work without any obligation or liability to me except for payment of actual services rendered.

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Printed Name

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Signature

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Date