

WEST TEXAS OPPORTUNITIES, Inc.

603 North 4th Street – P.O. Box 1308

Lamesa, Texas 79331

Phone: 806-872-8354

Application for Employment Instructions

Thank you for your interest in employment with West Texas Opportunities, Inc. Please fill in all the blanks on the application even if you attach a resume.

Generally, WTO,I will receive a large number of applications for advertised positions. Each one will be carefully screened to determine if the applicant meets the job requirements and has the skills that are needed to fill the position.

Those applicants who are most qualified will be called for interviews. If you are not given an interview, it simply means that there were applicants who had more experience or whose skills more closely met the requirements of the job. You should give this process at least two to three weeks, because we often interview over a period of five to ten days, depending on the interview results, schedules, etc.

If you are called for an interview, you will receive a letter or phone call within two weeks after the interview, informing you of the interview results. If you are not interviewed, you will not receive further notification.

A timely return of the completed application is important. You may return it by mail or personally. Interviews may be held prior to the closing date for receipt of applications; however, a hiring decision will **not** be made until all applications are screened.

All employment applications are kept in our active file for **30 days** or until the position has been filled or the vacancy announcement cancelled. Applications are kept in the inactive file for a period of **one year**. If you are interested in being considered for another position with WTO,I, you should 1) ask that your application be activated if you have completed one within a year or 2) complete a new application if it has been over a year since you applied for a position with WTO,I. It is often to your benefit to complete a new Application if you have gained experience that has enhanced your job skills even if you have an application on file during the previous year.

Again, thank you for considering WTO,I.

West Texas Opportunities, Inc.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *Mailing Address*

_____ *City State ZIP Code*

Phone: _____ Email _____

Social Security Number: _____

Date Available to Begin work: _____

Position Applying for: _____

What Foreign Languages do you _____
Speak Read Write

Tasks

Are you able to perform the tasks required (with or without accommodations) for the position for which you are applying? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Are you related to anyone who is presently an employee? YES NO If yes, who? _____

Are you related to anyone who is presently serving on the WTO Board or Head Start Policy Council? YES NO If yes, who? _____

Are you a parent/guardian of a child currently enrolled in the Head Start program? YES NO

Are you 18 years of age or older? YES NO

Are you 25 years of age or older? (for insurance purposes) YES NO

Do you have a valid Driver's License? YES NO

Do you have any violations on your driving record? YES NO

If yes, explain: _____

Have you ever been convicted by any federal, state or local court for violation of any federal, state, county or municipal law? YES NO

If yes, explain: _____
(An affirmative response will not necessarily disqualify you from being considered for employment)

If employment is offered can you submit verification of your legal right to work in the United States? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate or obtain a GED? YES NO

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

List any professional licenses or certifications, special certificates, skills, and/or qualifications (CPR, first aid, computer skills, CDL Licenses, etc.)

Previous Employment

Start with current or most recent employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

employment to undergo a physical examination for the purpose of determining whether I am able to perform the essential functions of the job for which I am applying. I understand that refusing to submit to the physical examination will result in my not being considered for employment.

_____INITIALS

I understand if employment is offered, West Texas Opportunities, Inc. will utilize an outside firm or firms to assist in checking information to investigate my background.

_____INITIALS

I understand that any job offer may be conditional upon information obtained after the offer is made. I understand that employment with this company is AT WILL. I understand this term, and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and/or salary, be terminated at any time without any prior notice, and with or without explanation. Wages will cease immediately upon termination of employment. I will not rely on any oral or written statements to the contrary unless IN WRITING, and signed by an authorized official of West Texas Opportunities, Inc. .I also understand and agree that if I am hired I am required to read and abide by all rules and regulations under West Texas Opportunities, Inc., policies and procedures.

_____INITIALS

I CERTIFY THAT I HAVE READ AND AGREE TO ALL OF THE ABOVE STATEMENTS.

Signature:_____ **Date:**_____

Printed Name:_____

IT IS THE POLICY OF WEST TEXAS OPPORTUNITIES, INC. THAT NO PERSON OR GROUP OF PERSONS SHALL BE DISCRIMINATED AGAINST IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, AGE, GENETICS, NATIONAL ORIGIN, HANDICAP, POLITICAL AFFILIATION OR BELIEF, OR IN ANY MANNER EXCLUDED FROM PARTICIPATION IN OR BE DENIED THE BENEFITS OF ANY PROGRAMS OR ACTIVITY SPONSORED BY THE AGENCY.

Submit signed application to:

**West Texas Opportunities, Inc.
PO Box 1308
603 North 4th Street
Lamesa, Texas 79331**

WTO,I
EMPLOYMENT APPLICATION SUPPLEMENT
(Transportation Personnel only)

Applicant Name _____ SS# _____
Are you 25 years of age or older? _____ Do you have a CDL? _____

Have you worked for a DOT-regulated employer during the past two years? _____ If you answered yes, please complete the Information Request Consent Form below. If you answered no, do not continue with the form.

INFORMATION REQUEST CONSENT FORM

I, _____ hereby allow West Texas Opportunities, Inc. to contact
(Applicant name)
my former DOT-regulated employer(s), from the past two (2) years, to request the following information in accordance with 49CFR part 40.25.

1. Alcohol test results of 0.04 or higher alcohol concentration. 49CFR part 40.25(b)(1)
2. Verified positive drug tests. 49CFR part 40.25(b)(2)
3. Refusals to be tested (including verified adulterated or substituted drug test results.) 49CFR part 40.25(b)(3)
4. Other violations of DOT agency drug and alcohol testing regulations. 49CFR part 40.25(b)(4)
5. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee=s successful completion of DOT return-to-duty requirements (including follow-up tests). 49CFR(b)(5)

Please list former employer(s) with contact information.

Failure to provide written consent, including former employer(s) information and signature, will result in you being disqualified for a Safety Sensitive Position with West Texas Opportunities, Inc., as per 49 CFR Part 40.25(A).

Applicant Signature _____ Date _____

Witness Signature _____ Date _____