



Hub City Outreach Center
4 Briercroft Office Park
Lubbock, TX 79412
P: 806-701-1687
F: 806-368-6003
Team@HubCityOutreachCenter.org

New Hire Application

Application Date _____ Position Applying For _____

Full Name _____ Preferred Name _____

Birth Date ____/____/____ Social Security # ____-____-____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell _____ Email _____

Employment History: Current Employment:

Are you currently employed Yes ___ No ___ If so, where? _____

Address of Employer _____ City _____ State _____ Zip _____

What is your position? _____

Current Wage _____ Current worked hours _____

How long have you worked at this place? _____

May we contact your employer? Yes ___ No ___

Previous Employment:

Previous Employer _____ Phone Number _____

Dates of Employment From ____/____/____ to ____/____/____ Why did you leave this place? _____

May we contact this employer? Yes ___ No ___

Previous Employer _____ Phone Number _____

Dates of Employment From ____/____/____ to ____/____/____ Why did you leave this place? _____

May we contact this employer? Yes ___ No ___





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Previous Employer _____ Phone Number _____

Dates of Employment From ___/___/___ to ___/___/___ Why did you leave this place? _____

May we contact this employer? Yes ___ No ___

Have you ever worked here before? ___ If so, please explain previous experience _____

Do you have any family members that work here or have they ever? Yes ___ No ___, If yes please explain _____

Education & Skill Background

School _____ Dates Attended _____

School _____ Dates Attended _____

School _____ Dates Attended _____

School _____ Dates Attended _____

What skills do you have that would help or qualify you for this position? _____

Do you belong to any special groups, clubs, or organizations? ___ If so, please describe them _____

Have you ever been convicted of a crime? ___ If so, please explain _____





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Please tell us about your hobbies:

Why do you think you would be good for the Youth Prevention Specialist position?

References

Name _____ Company _____ Phone _____ Relationship _____

Name _____ Company _____ Phone _____ Relationship _____

Name _____ Company _____ Phone _____ Relationship _____

Are you willing to take a drug test? Yes ___ No ___

Are you willing to submit for a criminal background check? Yes ___ No ___

Please provide any additional information you would like us to know about you: _____

I certify the above following is true to the best of my knowledge. I understand that this is not a guarantee the above position, and if I am considered for a paid position I do agree to follow all policies and procedures for the Youth Prevention Specialist position. I do give Hub City Outreach Center my permission to check my current, previous employers, references, and do background checks.

Print Name _____ Date _____

Signature _____ Date _____





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FOR ADMIN USE ONLY:

Projected Interview Date _____ Actual Interview Date _____

Supervisors Name _____ Date _____

HR Rep Name _____ Date _____

Additional Panel Interview Staff Name _____ Position _____

Additional Panel Interview Staff Name _____ Position _____

Additional Panel Interview Staff Name _____ Position _____

Additional Comments:

