



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:

Do you have supervisory experience? No \_\_\_ Yes \_\_\_ If yes, how many people \_\_\_\_\_

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? \_\_\_\_\_





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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 \_\_\_

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

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**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: \_\_\_\_\_

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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 Program Coordinator 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:

