



APPLICATION FOR EMPLOYMENT

with the American Civil Liberties Union of Texas or the ACLU Foundation of Texas

If you need any accommodation or other assistance in completing this Application for Employment or otherwise in the interview, application or hiring process with the American Civil Liberties Union of Texas and/or the ACLU Foundation of Texas (which are separate entities, but collectively referred to herein as the "ACLU of Texas"), please notify the ACLU of Texas' Director of Finance and Administration.

The ACLU of Texas is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU of Texas encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction.

Position(s) Applied For: _____ Date of Application: _____

How did you learn about us?
 ACLU of Texas advertisement Friend Walk-in Job Fair/Open House
 Other advertisement Relative School Other _____

Last Name First Name Middle Name

Address Number Street City State Zip

Telephone Number(s) Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with the ACLU of Texas, the national American Civil Liberties Union (the "ACLU") or any other affiliate of the ACLU? Yes No
If yes, give date _____ and identify entity with which you applied.....
State name under which you applied, if different from present _____

Have you ever been employed with the ACLU of Texas, the ACLU or any other affiliate of the ACLU before? Yes No
If yes, give date and entity _____? Who was your supervisor _____?
State name while employed, if different from present _____

Are you currently employed?..... Yes No

Are you legally authorized to work in the United States?..... Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Temporary On Call (available for special events only)

Specify pay desired and hours you can work _____ Day Afternoon/Evening Night Weekends

Can you travel if the job requires it? Yes No

Are you a party to any confidentiality and/or non-competition agreement with a former employer or other entity? .. Yes No

Can you perform the essential functions of the job for which you are applying either with or without accommodation? Yes No

Can you satisfy the attendance requirements of the position? Yes No

EDUCATION

	Name/Location	Major/Minor	Did you graduate?	Degree received
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Other	_____	_____	_____	_____
Other	_____	_____	_____	_____
Other	_____	_____	_____	_____
Other	_____	_____	_____	_____

PERSONAL REFERENCES

Give references who are not relatives or former employers.

NAME	ADDRESS	OCCUPATION	YEARS KNOWN
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever had any job-related training in the United States Military? Yes No
 If Yes, please describe _____

Did you receive an honorable discharge? Yes No

List specific job skills and job-related machines, equipment or software programs you can operate, if pertinent.

Computer: Specify Software (i.e., Word, Excel) _____

Office machines: Fax, Copier, Telephone, Calculator _____

Other special skills _____

EMPLOYMENT EXPERIENCE

List all of your employers for the last twenty years, starting with your present or most recent employment first. Add additional sheets if necessary, providing the requested information in the same format as below. Do not write "see resume"—you must complete each blank.

Dates of Employment from _____ to _____
 Place of Employment (name/address/zip) _____
 Type of Business _____ Supervisor (name/phone) _____
 Position _____ Dates Held _____ Pay _____
 Did you leave this job voluntarily? Yes No
 Reason for leaving: _____

Dates of Employment from _____ to _____
 Place of Employment (name/address/zip) _____
 Type of Business _____ Supervisor (name/phone) _____
 Position _____ Dates Held _____ Pay _____
 Did you leave this job voluntarily? Yes No
 Reason for leaving: _____

Dates of Employment from _____ to _____
Place of Employment (name/address/zip) _____
Type of Business _____ Supervisor (name/phone) _____
Position _____ Dates Held _____ Pay _____
Did you leave this job voluntarily? Yes No
Reason for leaving: _____

Dates of Employment from _____ to _____
Place of Employment (name/address/zip) _____
Type of Business _____ Supervisor (name/phone) _____
Position _____ Dates Held _____ Pay _____
Did you leave this job voluntarily? Yes No
Reason for leaving: _____

Dates of Employment from _____ to _____
Place of Employment (name/address/zip) _____
Type of Business _____ Supervisor (name/phone) _____
Position _____ Dates Held _____ Pay _____
Did you leave this job voluntarily? Yes No
Reason for leaving: _____

Dates of Employment from _____ to _____
Place of Employment (name/address/zip) _____
Type of Business _____ Supervisor (name/phone) _____
Position _____ Dates Held _____ Pay _____
Did you leave this job voluntarily? Yes No
Reason for leaving: _____

Dates of Employment from _____ to _____
Place of Employment (name/address/zip) _____
Type of Business _____ Supervisor (name/phone) _____
Position _____ Dates Held _____ Pay _____
Did you leave this job voluntarily? Yes No
Reason for leaving: _____

Dates of Employment from _____ to _____
Place of Employment (name/address/zip) _____
Type of Business _____ Supervisor (name/phone) _____
Position _____ Dates Held _____ Pay _____
Did you leave this job voluntarily? Yes No
Reason for leaving: _____

Have you ever been discharged, demoted or requested to resign from a position?..... Yes No

If Yes, explain

May we contact your present or previous employer(s), educational institutions and personal references? Yes No
If you checked No, list below those NOT to be contacted and give reason for your refusal to consent to contact.

NAME & TITLE

COMPANY ADDRESS

REASON

APPLICANT'S STATEMENT

I certify that the information I have provided in response to the questions asked in this Application, in any resume I may provide and in any other forms I am asked to complete in connection with my application for employment is complete, true and correct, without any omissions, falsifications or misleading statements of any kind. I agree that the ACLU of Texas shall not be held liable in any respect if my application is rejected, a conditional offer of employment is withdrawn and/or employment is terminated because of omissions made and/or false or misleading statements provided by me in this Application.

If hired, I agree to comply with the ACLU of Texas' rules, regulations and policies and acknowledge that these rules, regulations and policies may be changed, interpreted, withdrawn or supplemented any time and without prior notice to me. I also understand those rules, regulations and policies are not intended to and do not constitute a contract or binding agreement between me and the ACLU of Texas. I understand and agree that, if hired, my employment is for no definite period of time and may be terminated at any time.

I understand that my hiring, if an offer is made, is contingent on my satisfactory completion of a background check by the ACLU of Texas. I further understand that no representative of the ACLU of Texas other than the Executive Director and/or the Board of Directors, through its duly authorized representative has the authority to enter into any agreement for employment for any specified period of time, assure any benefits or terms and conditions of employment, or make any agreement contrary to the foregoing.

I understand that, if driving is relevant to the work that I will be performing, I authorize the ACLU of Texas to obtain my driver's license record.

I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documents to verify their identity and U.S. citizen status or their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment will be contingent on my ability to produce the required documentation as required by law.

Additionally, I acknowledge by signing below that in connection with my application for employment, the ACLU of Texas may provide me with information it considers to be confidential and/or proprietary. This includes but is not limited to information related to the ACLU of Texas' operations, initiatives, priorities, personnel, finances, membership and/or history. I hereby agree to keep confidential and not use or disclose any such information for the benefit of anyone other than the ACLU of Texas.

I hereby acknowledge that I have read each and every one of the above statements and understand same.

Applicant's Signature

Date