



# Boys & Girls Ranches of Alabama

P.O. Box 240009 • Montgomery, AL 36124-0009  
334/213-2071 • Fax: 334/213-1195 • www.boysandgirlsranches.org

## Application for Employment

Your interest in our organization is appreciated. We comply with state and federal laws regarding equal employment opportunities. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital status, handicap or age. Applications are kept on file for six (6) months. If you have not been hired within six (6) months of the date of your application, you must re-file if you are to be considered for future employment opportunities.

### Personal Information (please print)

Ranch Location desired: \_\_\_\_\_

\_\_\_\_\_  
Name (First, Middle, Last)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone Numbers

\_\_\_\_\_  
Email Address

Have you ever been known by any other name? Yes \_\_\_ No \_\_\_

If yes, what is the name? \_\_\_\_\_ Dates known by this name \_\_\_\_\_ to \_\_\_\_\_

Do any of your friends or relatives work here? Yes \_\_\_ No \_\_\_

If yes, list name(s) \_\_\_\_\_

Have you ever been employed here before? Yes \_\_\_ No \_\_\_ Dates \_\_\_\_\_

Position applied for \_\_\_\_\_  
(Ex. House Parent, Ranch Director, Social Worker, Secretary, Administrative Office Personnel)

Houseparents and their families live on-site. If applying for a house parent position, both spouses must fill out applications.

Spouse's Name: \_\_\_\_\_

Age and gender of any dependent children who will be living in the household: \_\_\_\_\_

\_\_\_\_\_  
Can you travel if a job requires it? Yes \_\_\_ No \_\_\_

Do you presently have a valid driver's license? Yes \_\_\_ No \_\_\_

Have you had any violations in the last three years? Yes \_\_\_ No \_\_\_

If required for the position for which you are applying, will you consent to periodic physical examinations and blood or urine analysis at company expense? (Note: This analysis may test for controlled substances) Yes \_\_\_ No \_\_\_

When is the last time you missed a week of work or school for a reason other than illness or injury? \_\_\_\_\_

What was the reason? \_\_\_\_\_

Are you a citizen of the United States? Yes \_\_\_ No \_\_\_ Are you over age 18? Yes \_\_\_ No \_\_\_

Have you ever been convicted of a felony? Yes \_\_\_ No \_\_\_ If yes, describe in full \_\_\_\_\_

\_\_\_\_\_

**Education and Employment, Beginning with Your Most Recent:**

***You must be able to provide proof of education***

Check all that apply:

High School Diploma or  Some College  Bachelor's Degree  
 GED  Assoc. Degree  Master's Degree

Are you a veteran of the U. S. Military Service? Yes  No

If yes, what branch of U. S. Military Service? \_\_\_\_\_

Are you presently a member of the Military Reserve or National Guard? Yes  No

1. \_\_\_\_\_  
Name and Address of Company and Type of Business

From \_\_\_\_\_ To \_\_\_\_\_ Describe the work you did: \_\_\_\_\_

Weekly/Annual starting salary \_\_\_\_\_ Weekly/Annual last salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

2. \_\_\_\_\_  
Name and Address of Company and Type of Business

From \_\_\_\_\_ To \_\_\_\_\_ Describe the work you did: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. \_\_\_\_\_  
Name and Address of Company and Type of Business

From \_\_\_\_\_ To \_\_\_\_\_ Describe the work you did: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Summarize special skills, qualifications, courses or training acquired from employment or other experience that may relate to the position for which you are applying: \_\_\_\_\_

List Professional, Trade, Business or Civic activities and offices held. (Exclude groups which indicate race, color, religion, sex or national origin): \_\_\_\_\_

Referral Source: Advertisement  Friend  Relative  Web Site  Other \_\_\_\_\_

I attest that the information listed above is true and correct to the best of my knowledge.

I understand that a secondary step in the application process is the satisfactory outcome of the mandatory criminal background check required by the State Department of Human Resources.

Signed \_\_\_\_\_ Date \_\_\_\_\_