



TEXAS COOPERATIVE INSPECTION PROGRAM APPLICATION FOR EMPLOYMENT

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out the application form completely. If questions are not applicable, enter "NA." Do not leave questions blank. Be sure to sign when completed. The Texas Cooperative Inspection Program is an equal-opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap, or national origin.

PERSONAL INFORMATION

Date _____

Name _____

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Telephone No. _____ Driver's License No. _____

Desired Position _____ Referred By _____

Are you over the age of 18? ☐ Y ☐ N

Are you willing to travel? ☐ Y ☐ N

Have you ever been convicted of a crime other than a traffic violation? ☐ Y ☐ N
(Must be willing to consent to a background check)

Are you currently employed? ☐ Y ☐ N May we inquire of your current employer? ☐ Y ☐ N

Have you been previously employed by the Texas Cooperative Inspection Program (TCIP)? ☐ Y ☐ N

Where? _____ When? _____

Do you have any relatives currently working at TCIP? ☐ Y ☐ N Name: _____

Subjects of special study or research work _____

Job-related skills _____

Other activities (except religious) _____

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, SEX,
COLOR OR NATIONAL ORIGIN OF ITS MEMBERS.

EDUCATION

	Name and Location	Last Year Completed	Date Graduated	Subjects Studied/ Degree(s) Received
High School				
College				
Trade, Business, or Correspondence School				

EMPLOYMENT HISTORY

List your last four employers, starting with the most recent.

Employer #1

Position _____ Starting Date _____ Leaving Date _____

Employer _____ Supervisor Name _____ Full-Time ☐

Address _____ Part-Time ☐

Phone No. _____ Ending Salary _____ Seasonal ☐

Summary of experience

Specific reason for leaving _____

Employer #2

Position _____ Starting Date _____ Leaving Date _____

Employer _____ Supervisor Name _____ Full-Time ☐

Address _____ Part-Time ☐

Phone No. _____ Ending Salary _____ Seasonal ☐

Summary of experience

Specific reason for leaving _____

Employer #3

Position _____ Starting Date _____ Leaving Date _____

Employer _____ Supervisor Name _____ Full-Time ☐
Address _____ Part-Time ☐
Phone No. _____ Ending Salary _____ Seasonal ☐

Summary of experience

Specific reason for leaving _____**Employer #4**

Position _____ Starting Date _____ Leaving Date _____

Employer _____ Supervisor Name _____ Full-Time ☐
Address _____ Part-Time ☐
Phone No. _____ Ending Salary _____ Seasonal ☐

Summary of experience

Specific reason for leaving _____

REFERENCES

List below three persons not related to you, whom you have known at least one year.

Name	Company	Phone Number	Reference's Job Title	Relationship to Applicant	Years Acquainted
1.					
2					
3.					

AUTHORIZATION

I authorize investigation of all statements contained in this application. I understand that misrepresentation of information requested is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without cause and without any previous notice.

Signature _____

Date _____

EMERGENCY CONTACT

Name _____ Telephone No. _____

Address _____
Street City State Zip

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Interviewed by _____ Date _____ INS Form I-9 Completed? ☐ Y ☐ N

Remarks

Hired _____ Position _____ Start Date _____ Salary _____

Approved by _____
Director Supervisor Executive Director

APPLICANT EEO DATA FORM

For State Agency Use Only:

Applicant Number: _____

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Job Posting Number		2. Last Name (Type or Print)		First	Middle
3. Address		City	State	ZIP Code	4. Daytime Phone
5. Work Phone					
6. Sex ☐ M-Male ☐ F-Female	7. Birth Date	8. Ethnic Origin ☐ W-White ☐ B-Black ☐ H-Hispanic ☐ A-Asian ☐ I-American Indian or Alaskan Native ☐ P-Native Hawaiian or Other Pacific Islander ☐ M-Two or More Races			
9. Veteran ☐ Yes ☐ No		10. Surviving Spouse of Veteran who has not remarried ☐ Yes ☐ No		11. Orphan of Veteran killed on active duty ☐ Yes ☐ No	
				12. Former Texas Foster Youth 25 yrs of age or younger ☐ Yes ☐ No	

13. How did you first find out about this job?

- | | | |
|---|---|---|
| ☐ 01 - Other State Employee | ☐ 06 - Newspaper _____
Name of Newspaper | ☐ 11 - WorkInTexas.com |
| ☐ 02 - Job Fair | ☐ 07 - College/University Career Day | ☐ 12 - Other (specify): _____ |
| ☐ 03 - Professional Publication | ☐ 08 - Human Resource/Personnel Office | |
| ☐ 04 - Recruitment Poster | ☐ 09 - Radio | |
| ☐ 05 - Television | ☐ 10 - Agency Web Site - Internet | |

X

Signature – Applicant

Date

White – a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black – a person having origins in any of the black racial groups of Africa.

Hispanic – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Asian – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaskan Native – a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Native Hawaiian or Other Pacific Islander – a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Two or More Races – a person who primarily identifies with two or more of the above race/ethnicity categories.

AN EQUAL OPPORTUNITY EMPLOYER

This Organization Participates in E-Verify

Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781
dhs.gov/e-verify



E-VERIFY IS A SERVICE OF DHS AND SSA

The E-Verify logo and mark are registered trademarks of Department of Homeland Security. Commercial sale of this poster is strictly prohibited.

English / Spanish Poster

IF YOU HAVE THE RIGHT TO WORK



DON'T LET ANYONE TAKE IT AWAY

If you have the skills, experience, and legal right to work, your citizenship or immigration status shouldn't get in the way. Neither should the place you were born or another aspect of your national origin. A part of U.S. immigration laws protects legally-authorized workers from discrimination based on their citizenship status and national origin. You can read this law at [8 U.S.C. § 1324b](#).

The **Immigrant and Employee Rights Section (IER)** may be able to help if an employer treats you unfairly in violation of this law.

The law that IER enforces is 8 U.S.C. § 1324b. The regulations for this law are at 28 C.F.R. Part 44.

Call IER if an employer:

Does not hire you or fires you because of your national origin or citizenship status (this may violate a part of the law at 8 U.S.C. § 1324b(a)(1))

Treats you unfairly while checking your right to work in the U.S., including while completing the [Form I-9](#) or using [E-Verify](#) (this may violate the law at 8 U.S.C. § 1324b(a)(1) or (a)(6))

Retaliates against you because you are speaking up for your right to work as protected by this law (the law prohibits retaliation at 8 U.S.C. § 1324b(a)(5))

The law can be complicated. Call IER to get more information on protections from discrimination based on citizenship status and national origin.

Immigrant and Employee Rights Section (IER)

1-800-255-7688

TTY 1-800-237-2515

www.justice.gov/ier

IER@usdoj.gov



U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section, January 2019

This guidance document is not intended to be a final agency action, has no legally binding effect, and has no force or effect of law. The document may be rescinded or modified at the Department's discretion, in accordance with applicable laws. The Department's guidance documents, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations, or binding judicial precedent. For more information, see "Memorandum for All Components: Prohibition of Improper Guidance Documents," from Attorney General Jefferson B. Sessions III, November 16, 2017.



SI USTED TIENE DERECHO A TRABAJAR



NO DEJE QUE NADIE SE LO quite

Si usted dispone de las capacidades, experiencia y derecho legal a trabajar, su estatus migratorio o de ciudadanía no debe representar un obstáculo, ni tampoco lo debe ser el lugar en que usted nació o ningún otro aspecto de su nacionalidad de origen. Existe una parte de las leyes migratorias de los EE. UU. que protegen a los trabajadores que cuentan con la debida autorización legal para trabajar de la discriminación por motivos de su estatus de ciudadanía o nacionalidad de origen. Puede consultar esta ley contenida en la Sección 1324b del Título 8 del Código de los EE. UU.

Es posible que la Sección de Derechos de Inmigrantes y Empleados (IER, por sus siglas en inglés) pueda ayudar si un empleador lo trata de una forma injusta, en contra de esta ley.

La ley que hace cumplir la IER es la Sección 1324b del Título 8 del Código de los EE. UU. Los reglamentos de dicha ley se encuentran en la Parte 44 del Título 28 del Código de Reglamentos Federales.

Llame a la IER si un empleador:

No lo contrata o lo despide a causa de su nacionalidad de origen o estatus de ciudadanía (esto podría representar una vulneración de parte de la ley contenida en la Sección 1324b(a)(1) del Título 8 del Código de los EE. UU.)

Lo trata de una manera injusta a la forma de comprobar su derecho a trabajar en los EE. UU., incluyendo al completar el Formulario I-9 o utilizar E-Verify (esto podría representar una vulneración de la ley contenida en la Sección 1324b(a)(1) o (a)(6) del Título 8 del Código de los EE. UU.)

Toma represalias en su contra por haber defendido su derecho a trabajar al amparo de esta ley (la ley prohíbe las represalias, según se indica en la Sección 1324b(a)(5) del Título 8 del Código de los EE. UU.)

Esta ley puede ser complicada. Llame a la IER para más información sobre las protecciones existentes contra la discriminación por motivos del estatus de ciudadanía o la nacionalidad de origen.

Sección de Derechos de Inmigrantes y Empleados (IER)

1-800-255-7688

TTY 1-800-237-2515

www.justice.gov/crt-espanol/ier

IER@usdoj.gov



Departamento de Justicia de los EE. UU., División de Derechos Civiles, Sección de Derechos de Inmigrantes y Empleados, enero del 2019

Este documento de orientación no tiene como propósito ser una decisión definitiva por parte de la agencia, no tiene ningún efecto jurídicamente vinculante y puede ser rescindido o modificado a la discreción del Departamento, conforme a las leyes aplicables. Los documentos de orientación del Departamento, entre ellos este documento de orientación, no establecen responsabilidades jurídicamente vinculantes más allá de lo que se requiere en los términos de las leyes aplicables, los reglamentos o los precedentes jurídicamente vinculantes. Para más información, véase «Memorandum para Todos Los Componentes: La Prohibición contra Documentos de Orientación Impropias», del Fiscal General Jefferson B. Sessions III, 16 de noviembre del 2017.

