



# Latch Key

OPENING THE DOOR TO OPPORTUNITY

*"PEARL GRIFFIN MEMORIAL"*

2411 Coggin Avenue/P.O. Box 2121, Brownwood, Texas 76801  
325-646-2138/325-646-7066 (fax)  
[www.latchkeyprogram.org](http://www.latchkeyprogram.org) [latchkeyprogram@harrisbb.com](mailto:latchkeyprogram@harrisbb.com)

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle) (S.S.#)

Address: \_\_\_\_\_  
(School) (Street) (City) (State) (Zip)

Address: \_\_\_\_\_  
(Home) (Street) (City) (State) (Zip)

Telephone Number: \_\_\_\_\_  
(Cell) (Home)

Date of Birth: \_\_\_\_\_ Driver's License: \_\_\_\_\_ Student ID# \_\_\_\_\_

Email Address for meeting reminders: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Prefer to work with: (Circle One):

Pre-K Kinder 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup>/6<sup>th</sup> No Preference

Comments: \_\_\_\_\_

Educational History:

High School Name: \_\_\_\_\_ College Name: \_\_\_\_\_

Other: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Health Conditions/Allergies: \_\_\_\_\_

Credentials or certifications held that would be beneficial to working with young children (Including CPR and First Aid and dates) \_\_\_\_\_  
\_\_\_\_\_

Classification & Major: \_\_\_\_\_

Days & Times Available: \_\_\_\_\_

Work Experience:

1. Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Phone number: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Phone number: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Phone number: \_\_\_\_\_

Briefly explain why you would like to work at Latch Key:

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Statement:

I acknowledge that I am aware that any employee or other person must be reassigned or removed from any contact with children if any of the following is returned.

Commission of a felony classified as an offense against the personal family or of public indecency or a violation of the Texas Controlled Substance Act. A misdemeanor classified as an offense against the person or family or of public indecency.

Have you ever been convicted of a felony or misdemeanor (Include deferred adjudication)?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give details of date, place and conviction.

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Are you currently charged with a felony or misdemeanor (including deferred adjudication)?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give details of date, place and conviction.

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I understand that in order to finalize employment requirements I must have completed a criminal history check, including fingerprinting, at my own expense (\$38.50 as of 10/1/16). Latch Key will provide the paperwork and information regarding fingerprinting.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return with a copy of your driver's license, social security card and class schedule.**