



BILLY T. CATTAN

RECOVERY OUTREACH

APPLICATION FOR EMPLOYMENT

Position Applied For: _____

Location/Program: _____

Date Available to Start: _____

Employment Desired:

☐ Full-Time ☐ Part-Time ☐ PRN/As Needed ☐ Temporary

APPLICANT INFORMATION

Full Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Are you at least 18 years of age? ☐ Yes ☐ No

If the position requires a minimum age of 21, are you at least 21? ☐ Yes ☐ No ☐ N/A

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

If hired, you will be required to provide documentation establishing your identity and authorization to work in the United States.

Do you have any relatives currently employed by BTCRO? ☐ Yes ☐ No

If yes, name/relationship: _____

EDUCATION & CREDENTIALS

Highest Level of Education Completed:

☐ High School/GED ☐ Some College ☐ Associate ☐ Bachelor's ☐ Master's ☐ Other: _____

School/Institution: _____

Degree/Certificate: _____ Year Completed: _____

Professional Licenses/Certifications

License/Certification: _____

License/Certification Number: _____

State: _____ Expiration Date: _____

Additional license/certification, if applicable: _____

EMPLOYMENT HISTORY

Most Recent Employer

Employer: _____

Position: _____ **Dates:** _____

Supervisor: _____ **Phone:** _____

Primary Duties: _____

Reason for Leaving: _____

May we contact this employer? ☐ Yes ☐ No

Previous Employer

Employer: _____

Position: _____ **Dates:** _____

Supervisor: _____ **Phone:** _____

Primary Duties: _____

Reason for Leaving: _____

May we contact this employer? ☐ Yes ☐ No

PROFESSIONAL REFERENCES

Please provide two professional references who are not relatives.

1. Name: _____

Relationship/Title: _____ **Phone:** _____

Email: _____

2. Name: _____

Relationship/Title: _____ **Phone:** _____

Email: _____

JOB-RELATED INFORMATION

Do you have a valid driver's license if driving is required for this position?

☐ Yes ☐ No ☐ N/A

Are you able to perform the essential functions of the position, with or without reasonable accommodation?

☐ Yes ☐ No

Please list any job-related training, skills, certifications, or experience that may help you perform this position:

APPLICANT CERTIFICATION & AUTHORIZATION

I certify that the information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that false statements, omissions, or misrepresentations may result in disqualification from consideration for employment or, if hired, termination of employment.

I authorize Billy T. Cattan Recovery Outreach, Inc. (BTCRO) to verify information provided in this application, including employment history, education, professional credentials, and references, as permitted by law.

I understand that employment may be contingent upon successfully completing job-related pre-employment requirements applicable to the position, which may include verification of credentials, reference checks, background screening, drug screening, driving record review, and other screenings required by law, regulation, contract, or BTCRO policy.

I understand that completing this application does not constitute an employment contract or guarantee of employment. If employed, I understand that employment with BTCRO is **at-will**, meaning either BTCRO or I may terminate the employment relationship at any time, with or without cause or advance notice, subject to applicable law.

Equal Employment Opportunity

Billy T. Cattan Recovery Outreach, Inc. is an Equal Employment Opportunity employer. Employment decisions are made based on qualifications, merit, organizational needs, and other lawful considerations without unlawful discrimination.

APPLICANT SIGNATURE

I acknowledge that I have read, understand, and agree to the statements above.

Applicant Name (Printed): _____

Applicant Signature: _____

Date: _____

FOR BTCRO USE ONLY

Interview Date: _____ **Interviewer:** _____

Position Considered: _____

Recommended for Hire: ☐ Yes ☐ No ☐ Pending

Proposed Start Date: _____ **Proposed Rate:** _____

Notes: _____