

Name: _____ Date: _____
Address: _____
How long at this Address: _____ Place of Birth: _____
Phone #: Home: _____ Cell: _____
Social Security #: _____ Driver's License #: _____
Starting Salary Desired: \$ _____ Starting Salary Desired: \$ _____
Have you ever been convicted of a felony/misdemeanor? _____
If yes, please explain: _____
Do you now or have you ever used recreational drugs? _____
Would you have any objection to taking a drug test? _____
Bilingual? Yes / No If Yes, what language? _____



Office Skills: _____
Computer Skills: _____
Other Office Skills: _____

Record of Education:
High School: _____ Graduated (Y) (N) Year: _____
High School course of study: _____
College: _____ Graduated (Y) (N) Year: _____
College course of study: _____

Personal References and Phone Numbers (not a relative):

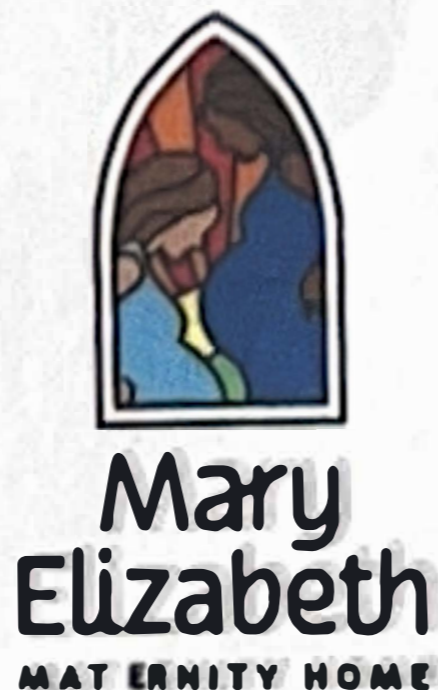
Past Employment:

Name & Address of Company: _____
Employed From: _____ to _____
Describe Job Duties: _____

Starting and Ending Salary: \$ _____ to \$ _____
Reason for Leaving: _____
Supervisor and Phone#: _____

Name & Address of Company: _____
Employed From: _____ to _____
Describe Job Duties: _____

Starting and Ending Salary: \$ _____ to \$ _____
Reason for Leaving: _____
Supervisor and Phone#: _____



940-736-0234

maryelizabethhome.org

info@maryelizabethhome.org

P.O. Box 271 · Lind say, Texas 76 250

The Mary Elizabeth Maternity Home is currently seeking House Parents or Mother/Manager and a House Assistant.

House Mother/Manager

The House Mother/Manager lives in the home and receives:

- Free room and board;
- Medical health insurance reimbursement and
- A monthly stipend.

The House Mother/Manager is responsible in assisting all aspects of residential operations and support delivery of progress and serve in the fulfillment of the mission of the Mary Elizabeth Maternity Home in accordance with the principles, policy, and procedure.

Education Skills, and Experience:

- Excellent judgment skills;
- Basic confidentiality;
- Strong crisis intervention
- Ability to maintain confidential information
- Good communication skills, verbal and written
- Previous experience in human services or education in social services encouraged but not necessary.

House Mother Assistant

The House Mother Assistant role entails:

- 40 hour work week, 8 a.m. to 5 p.m., at \$20/hour;
- Reporting to House Mother/Manager; and
- Assisting in cooking, housekeeping, transportation of mothers, run errands, greeting guests, planning activities and outings, attending staff meetings, and MEMH functions.