Joyce Bradley Babin, Chapter 13 Standing Trustee

Telephone (501)537-2500
Facsimile (501)537-2501
www.13ark.com

Street Address:
1401 W. Capitol, Suite 400
Little Rock, AR 72201

Mailing Address:
P.O. Box 8064
Little Rock, AR 72203

APPLICATION FOR EMPLOYMENT

Please fill in all spaces. If an item does not apply, write "none."

This application will be active for 30 days from the date of application. You must: 1) identify the specific position you are applying for and the position must be open when you submit the application to be considered; 2) provide all information where applicable in this application or you may not be considered; and, 3) complete your own application, unless you have a medical condition that makes completion impossible. If you have a condition that prevents completion of the application, the Trust Operation will attempt to assist you in your completion of the application.

If you have not been contacted or employed within 30 days from the date of application, you must reapply to be considered for any additional openings.

Joyce Bradley Babin, Chapter 13 Standing Trustee does not discriminate in hiring or employment on the basis of religion, race, color, national origin, sex, disability, genetic information, veteran status, or on any prohibited basis.

JOYCE BRADLEY BABIN, CHAPTER 13 STANDING TRUSTEE IS

AN EQUAL OPPORTUNITY EMPLOYER

Date of Application: _____

Name _____ Social Security No. _____-_____-_____
Last First Middle

Home Phone _____ Cell Phone _____ Email Address _____

Current Address _____
Street Apt #

_____ _____
City State Zip Code How Long?

Previous Address _____
Street Apt #

_____ _____
City State Zip Code How Long?

How were you referred for employment or learned about the open position?_____

_____

Have you ever applied for work with Joyce Bradley Babin, Chapter 13 Standing Trustee or any other Chapter 13 Standing Trustee?

Yes _____ No _____ If yes, please specify who and when: _____

Are you related to any person who works for Joyce Bradley Babin, Chapter 13 Standing Trustee, any other Chapter 13 Trustee, the U.S. Bankruptcy Court in Arkansas, or any person or entity that has frequent business dealings with this Chapter 13 Trustee?

Yes _____ No _____ If yes, please specify who: _____

Are you over 18 years of age? Yes _____ No _____

Are you a citizen of the United States or do you have the legal right to work in the United States? Yes _____ No _____

Job Requirements

Position applied for: _____

Have you read the relevant job description for the position for which you are applying? Yes _____ No _____

Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation (please refer to the job description for the position)?

Yes _____ No _____ If no, please explain: _____

_____

_____

Desired wage or salary range: $_____ Date available for work: _____

Type of employment desired: Full-time _____ Part-time _____

If part-time, please state the number of hours and what days you wish to work. _____

Do you have any limitations on your working hours including working more than 40 hours per week?

Yes _____ No _____ If yes, please explain: _____

Employment Experience

Provide the following information for your past four employers, assignments or volunteer activities.

1. Last or Present Employer:

Dates Employed: From (month/year) _____ To (month/year) _____

Employer: _____ Telephone # _____

Address: _____

Job Title: _____

Briefly describe your responsibilities: _____

_____

Reason for leaving: _____

Ending Salary: _____ Supervisor: _____

May we contact this employer? Yes _____ No _____

---

2. Employer Before Above:

Dates Employed: From (month/year) _____ To (month/year) _____

Employer: _____ Telephone # _____

Address: _____

Job Title: _____

Briefly describe your responsibilities: _____

_____

Reason for leaving: _____

Ending Salary: _____ Supervisor: _____

May we contact this employer? Yes _____ No _____

---

3. Employer Before Above:

Dates Employed: From (month/year) _____ To (month/year) _____

Employer: _____ Telephone # _____

Address: _____

Job Title: _____

Briefly describe your responsibilities: _____

_____

Reason for leaving: _____

Ending Salary: _____ Supervisor: _____

May we contact this employer? Yes _____ No _____

---

4. Employer Before Above:

Dates Employed: From (month/year) _____ To (month/year) _____

Employer: _____ Telephone # _____

Address: _____

Job Title: _____

Briefly describe your responsibilities: _____

_____

Reason for leaving: _____

Ending Salary: _____ Supervisor: _____

May we contact this employer? Yes _____ No _____

Education and Training

School (Include City and State)	Number of Years Completed	Level of Completion (GED, Diploma, Degree)	Course of Study

List any academic or community activities, honors and offices held: _____

_____

_____

References

Name	Title	Relationship to Applicant	Telephone	Number of Years Known

General Information

Have you ever plead no contest or been convicted of a crime by a civilian or military court (other than a minor traffic violation)?
Yes _____ No _____

If yes, provide details including when and where: _____

_____

_____

(Conviction of a crime is not an automatic bar to employment. The Trust Operation will normally consider the circumstances.)

Were you in the U.S. Armed Forces? Yes _____ No _____

If yes, what Branch?_____

Rank at discharge: _____

Honorable discharge? Yes _____ No _____

List duties in the service including special training: _____

_____

List any additional work experience, skills, foreign languages, licenses, certifications, special study or research work relating to the position applied for or of general interest you think would be helpful to the Trust Operation in considering you for employment:

_____

_____

_____

_____

Do you intend to work anywhere in addition to working at Joyce Bradley Babin, Chapter 13 Standing Trustee?

Yes _____ No _____ If yes, where: _____

Have you ever been asked to resign from a job? Yes _____ No _____

If yes, provide details:_____

Have you ever been terminated from a job? Yes _____ No _____

If yes, provide details:_____

Applicant Statement

IMPORTANT: READ CAREFULLY

By signing below, I authorize all of my prior employers, credit bureaus, the officials of all schools which I have attended or been associated with, any person named above on this application, all public officials, and any other person or entity to give any information regarding my employment, personal habits, ability, criminal record, or any other relevant information they may have regarding me whether or not it is on their records. I release those employers, schools, public officials and other persons and entities, from any and all liability for any damage whatsoever which might result from their revealing or furnishing this information.

I understand and agree that as part of the application and employment process, and/or during employment with Joyce Bradley Babin, Chapter 13 Standing Trustee, "Trust Operation", I may be asked to submit to physical examinations which may include testing for alcohol and drugs, and/or be fingerprinted, all in accordance with law. By signing this application, I consent and agree to submit to such examinations and release all persons and entities from any liability arising out of such examinations, tests, and finger printings. I further agree that the examining person may disclose to the Trust Operation or its representative the results of same.

If employed, I agree to conform to all policies, practices and procedures of the Trust Operation and acknowledge that these may be changed, interpreted, withdrawn, or amended by the Trust Operation at any time, at the Trust Operation's sole option and without any prior notice to me. I consent and agree that the Trust Operation shall have the right to search my personal property located on the Trust Operation's property, along with the Trust Operation's desks, closets, et cetera, for the purpose of investigating possible violations of the Trust Operation's rules/policies. This also includes access to my telephone conversations and e-mails or other types of electronic communications.

I further acknowledge that my employment, or any offer of employment, if such is made, may be terminated, with or without cause, and with or without prior notice, at any time, even after acceptance, at the option of the Trust Operation or me. I understand that no representative of the Trust Operation has any authority to enter into any agreement of employment for any specified period of time or to make an agreement for employment other than at-will, and I affirm that none has so been asserted to me by anyone with the Trust Operation. I understand that only the Trustee, Joyce Bradley Babin, has the authority to make any such agreement and then only in writing.

By signing below, I verify that all facts given are correct to the best of my knowledge and any misrepresentation or omission on my part is cause for rejection of my application or termination of employment, if hired.

_____ _____

DATE SIGNATURE

Joyce Bradley Babin, Chapter 13 Standing Trustee is an Equal Opportunity Employer.
All applicants are considered for employment without regard to
race, color, national origin, sex, disability, genetic information, religion, veteran status or on any prohibited basis.

This application is void after 30 days from the date of application at the top of this form.