



Child Care Center

Date of Hire: _____

Date of Separation: _____

Position: _____

EMPLOYMENT APPLICATION

Position Applied For: _____

Date Available: _____

Full Time: ___ Part Time: ___

Desired Salary: _____

PERSONAL

Name: _____
Last First Middle

Address: _____
Street

Home Phone: _____

_____ City State Zip

Work Phone: _____

Email Address: _____

Are you 18 years or older? Yes ___ No ___ If no, please state age: _____

Do you have any medical condition(s) which may interfere with fulfilling the responsibilities of the position for which you are applying? Yes___ No___
If yes, please explain:

Have you ever been convicted of a felony, barrier crime or subject of a founded Child Protective Service complaint? Yes___ No___ If yes, please explain

Employment requires Criminal Background Clearances. Is this acceptable to you? Yes___ No___

In case of emergency, please notify:

Name: _____ Address: _____
City, State, Zip

Phone: _____ Relationship: _____

DISCLOSURE: Before driving a vehicle to transport children, I realize that I am required to disclose any moving traffic violation that occurred five years prior to or during employment or assignment as a driver.

Signature

Date

EDUCATION AND TRAINING

1. Name and location of high school: _____

Highest grade completed: _____ Date of graduation or GED: _____

2. Name and location of College/University: _____

Dates attended: _____ Number of years completed: _____

Degree(s) earned: _____

3. Additional training or certification that would be helpful in evaluating your application:

EXPERIENCE

Begin with the current or most recent employment (including military experience). Use additional paper if necessary.

1. Position: _____

Dates: From _____ To _____

Employer: _____

Full Time: ____ Part Time: ____

Address: _____

Job duties: _____

Phone: _____

Immediate Supervisor: _____

Reason for leaving: _____

Salary: From: _____ to: _____

May we contact this employer? ____

2. Position: _____

Dates: From _____ To _____

Employer: _____

Full Time: ____ Part Time: ____

Address: _____

Job duties: _____

Phone: _____

Immediate Supervisor: _____

Reason for leaving: _____

Salary: From: _____ to: _____

May we contact this employer? ____

3. Position: _____
Employer: _____
Address: _____

Immediate Supervisor: _____
Salary: From: _____ to: _____

Dates: From _____ To _____
Full Time: _____ Part Time: _____
Job duties: _____
Phone: _____
Reason for leaving: _____
May we contact this employer? _____

4. Position: _____
Employer: _____
Address: _____

Immediate Supervisor: _____
Salary: From: _____ to: _____

Dates: From _____ To _____
Full Time: _____ Part Time: _____
Job duties: _____
Phone: _____
Reason for leaving: _____
May we contact this employer? _____

Please describe any volunteer work or other experience related to child care:

REFERENCES

1. Name: _____ Title: _____ Relationship: _____
Company: _____ Phone: (W) _____
Address: _____ (H) _____

2. Name: _____ Title: _____ Relationship: _____
Company: _____ Phone: (W) _____
Address: _____ (H) _____

3. Name: _____ Title: _____ Relationship: _____
Company: _____ Phone: (W) _____
Address: _____ (H) _____

I understand that I will be required to submit written information to demonstrate that I possess the education, orientation training, staff development, certification, and experience required by the job position.

I hereby certify that the information given in this application is true and complete to the best of my knowledge.

Signature

Date