

Application for Employment

NOTE Please answer each question fully and accurately. No action can be taken on this application until all questions have been answered. **PLEASE PRINT** except for your signature on the last page.

Job applied for _____ Today's Date _____ Name _____
_____ Phone # _____ Address _____

Are you 18 years of age or older? _____ Social Security # _____

Were you ever employed here? Yes / / No / / If yes, when? _____

Have you ever applied here? Yes / / No / / If yes, when? _____

Number of days missed work in last six months? _____

Has a court ever denied you parental custodial or visitation rights as a result of child maltreatment?

Yes / / No / / If yes, explain _____

_____ Have
you ever been convicted of any of the following : Yes / / No / /

1) Capital murder; 2) 1st or 2nd degree murder; 3) Manslaughter; 4) 1st or 2nd degree battery; 5) Aggravated assault; 6) 1st degree terroristic threatening; 7) Kidnapping; 8) 1st degree false imprisonment; 9) Permanent detention or restraint; 10) 1st/2nd degree rape or carnal abuse;

11) 1st/2nd degree sexual abuse; 12) 1st/2nd degree violation of a minor; 13) Incest; 14) 1st degree endangering of a minor; 15) Permitting child abuse; 16) Engaging children in sexually explicit conduct for the use in visual or print; medium, transportation of minors for prohibited sexual conduct, use of a child or consent to use of a child in sexual performance, by producing, directing, or promoting sexual performance by a child; 17) Criminal attempt, criminal solicitation or criminal conspiracy to commit any of the above offenses; 18) Distribution to minors, { of any controlled substance}; 19) Manufacture, delivery, or possession with intent to deliver or manufacture of any controlled substance; and, 20) Carnal abuse in th third degree; 21) Sexual solicitation of a child; 22) Pandering or possessing visual or print medium depicting sexually explicit conduct involving a child; 23) Negligent homicide; 24) Assault in the third degree; 25) Coercion; 26) Sexual misconduct; 27) Public sexual indecency; 28) Indecent exposure; 29) Endangering the welfare of a minor in the second degree; 30) Any felony or misdemeanor involving violence or sexual misconduct.

EDUCATION (Give name, address, location, highest grade completed, date of leaving)

High School or GED _____ College
or University _____ College major _____
_____ Degree _____ Advanced degree or
course work _____ Additional Education,

Vocational, Technical Training information _____

HEALTH Do you have any physical limitations which would give you problems in performing this job?

Yes / / No / / If yes, explain _____

Would you take a physical examination if required? Yes / / No / /

Do you have documentation of an annual TB skin test? Yes / / No / /

REFERENCES Names, complete addresses, phone numbers of three people (no relatives or former employers) we may contact about you.

1. Name _____
Address _____ Phone (____) _____
2. Name _____
Address _____ Phone (____) _____
3. Name _____
Address _____ Phone (____) _____

WORK HISTORY Please attach a resume or list below all work history for the past six years. If self-employed, supply business references. **PLEASE GIVE MONTH AND YEAR.**

Employer's Name Address and Phone #	From / To	Duties	Last Supervisor	Reason for Leaving

(Continue on a sheet of blank paper if you do not have enough room to list your employers for the past six years)

Are you now or do you expect to be engaged in other business or employment? If yes, explain _____

—
Explain any additional information (relative to name change, use of assumed name or nickname) necessary to enable us to check your work record. _____

NARRATIVE

Why do you want to work in our program? _____
What
do you feel best qualifies you for this job? _____

AFFIDAVIT I certify that everything in this application is true and correct to the best of my knowledge. I understand that misleading or incorrect statements or consequential omissions may render the application void, or if employed, would be cause for termination. I authorize the individuals or institutions named above to give information regarding my employment, character, and qualification, hereby releasing them from all liability for issuing such information.

Signature _____ Date _____

Date Employed _____ Date of Separation _____

EMPLOYMENT REFERENCE CHECK

Re: _____

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Contact: _____
_____ Name _____ Title _____ Company _____
Phone _____

This is _____ With _____
— (your name) (name of your center)

(Applicant) has applied with us for a job as _____ and has listed you as a former employer. I have his/her authorization for a reference check and I'm verifying some of the information given to us.

1. When did she/he work for you? From _____ To _____.

2. What was the nature of his/her job?

3. How many people, if any, did she/he supervise? For how long?

4. How would you describe his/her performance?

5. How was his/her work attendance?

6. How well did he/she work (get along) with employees and others?

7. What would you say were his/her strong points and weak points?

8. Was she/he dependable?

9. Could you comment on his/her ability to take responsibility?

Signature _____ Date _____

Personal Reference Check

Re: _____
—

Contact: _____
Name Address Phone

This is _____ With _____
— (your name) (Name of center)

(Applicant)has applied with us for a job as _____
and has listed you as a personal reference. We have his/her authorization to contact
you for this reference.

1. How long have you known him/her?
2. In which of the following capacities do you know him/her: ___ Friend, ___ Co-worker,
___ Other. If other then please describe the capacity in which you know him/her.
3. Do you have any personal knowledge of how s/he relates to children and they relate
to him/her? If so, please describe what you have seen and heard.
4. Do you have any knowledge of the discipline practices used by him/her? If so, what
have you viewed?
5. Would you recommend him/her to work in a child care facility?
6. Is there anything else you would think we should know?

Signature of Interviewer Date