



APPLICATION FOR EMPLOYMENT

Name _____ Telephone _____ DOB _____

Complete Address _____

SS# _____ Position Applied for: _____

(Director, Caregiver, Caregiver Assistant, Service Staff, Other)

Education (Document highest educational level – attach copy of Diploma, GED, CDA or college transcript)

High School/GED (or highest grade completed): _____

College/University (or highest grade completed): _____

Degree held and field of study: _____

Special training/Certificates: _____

PREVIOUS EMPLOYMENT EXPERIENCE – document with letters or phone calls (note date, time, person called, etc.)

Name of Employer	Address	Telephone #	Years
1. _____	_____	_____	_____
Job title & duties:	_____		
2. _____	_____	_____	_____
Job title & duties:	_____		
3. _____	_____	_____	_____
Job title & duties:	_____		
4. _____	_____	_____	_____
Job title & duties:	_____		
5. _____	_____	_____	_____
Job title & duties:	_____		

PERSONAL REFERENCES – Document with letters or phone calls (Note date, time, person called, etc.)

Name	Address	Telephone #	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____ has my permission to perform all criminal records checks, a Child Abuse Central Registry Check, and contact previous employers and all personal references.

SIGNATURE _____ DATE _____

DIRECTOR – Attach documentation of education, training and experience. Attach completed criminal records checks (FBI Letter of Suitability) and MS Immunization Compliance Form #121.

DATE OF EMPLOYMENT _____ DATE OF ORIENTATION _____

DATE OF SEPARATION _____