



APPLICATION FOR EMPLOYMENT

NAME: _____ TELEPHONE: _____

COMPLETE ADDRESS: _____

SSN: _____ DATE OF BIRTH: _____

POSITION APPLIED FOR: _____

(Director, Assistant Director, Academic Coach/Tutor, Assistant Tutor, Cook, Transportation, Custodian, Other)

EDUCATION (Document highest level—attach copy of Diploma, GED, CDA or college transcript)

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

College/University (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)

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

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

Name	Address	Telephone #	Relationship
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

I give my permission for _____ to perform all criminal records checks, a Child abuse Central Registry Check, previous employment checks and personal reference checks.

SIGNATURE _____ **DATE** _____



DIRECTOR-ATTACH DOCUMENTATION OF EDUCATION, TRAINING, AND EXPERIENCE. ATTACH COMPLETED CRIMINAL RECORDS CHECKS AND CHILD ABUSE CENTRAL REGISTRY CHECK (LETTER OF SUITABILITY). ATTACH IMMUNIZATION FORM 121.

DATE OF EMPLOYMENT _____ DATE OF ORIENTATION _____
DATE OF SEPARATION _____ REASON _____

APPLICANT REQUIRED DOCUMENTS:

Applicant must provide the Center Director with the following documents within 15 days of hire date.

1. Copy of Most Recent Resume (**Submit Resume with Employment Application**)
2. Copy of Driver’s License
3. Copy of Form 121 (shot record) showing a current MMR (Measles, Mumps and Rubella vaccination / required to work in a childcare facility)
4. Copy of W9 for Independent Contractors
5. Copy of Payroll Information for Direct Deposits
6. Copy Background Check Letter of Suitability (Employer will provide fingerprint cards)
7. Provide Certificate showing PASS Health & Safety Course (Employer will send link to class)
8. Provide Certificate showing PASS Contact Course (Employer will send link to class)
9. Provide Certificate showing PASS ServSafe Course (Employer will provide link to class)
10. Provide Certificate showing PASS CPR Course (CPR training will be arranged by employer)
11. Documentation of Orientation Training (Employer will conduct orientation training)

Thank you.