

Job Application
Allendale Child Care
6561 Lake Michigan Dr., Allendale, Michigan 49401
616-885-0157

Allendale Child Care is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out the sections below:

Applicant Information

Applicant Name: _____
Address : _____
City, State and Zip Code: _____
Telephone Number: _____
Email Address: _____
Date of Application: _____

Employment Position

Position(s) applying for: child care (full time)

How did you hear about this position? _____
What days are you available for work? _____
What hours or shifts are you available to work? _____
On what date can you start working if you are hired? _____
Do you have reliable transportation to and from work? _____
Salary Desired? _____

Personal Information

Are you 18 years of age or older? Yes No
Are you a U.S. citizen or approved to work in the United States? Yes No
What document can you provide as proof of citizenship or legal status?

Do you have any condition which would require job accommodations? Yes No
If yes, please describe accommodations required below.

Have you ever been convicted of a criminal offense (felony or misdemeanor)?
If yes, please state the nature of the crime(s), when and where convicted and disposition of the case?

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: Allendale Child Care complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to medical examination conducted by a medical professional.)

Education and Training

High school:

Name _____
Location (City, State) _____
Year Graduated _____
Degree Earned _____

College/University:

Name _____
Location (City, State) _____
Year Graduated _____
Degree Earned _____

Vocational School/Specialized Training:

Name _____
Location (City, State) _____
Year Graduated _____
Degree Earned _____

Military:

Are you a member of the Armed Services? _____
What branch of the military did you enlist? _____
What was your military rank when discharged? _____
How many years did you serve in the military? _____
What military skills do you possess that would be an asset for this position?

Previous Employment

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State, Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State, Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State, Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

References

Please provide 3 personal and professional reference(s) below:

Reference	Contact Information

Additional Information:

Child care experience

AT-WILL EMPLOYMENT

The relationship between you and the Allendale Child Care is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without cause notice, by you or the Allendale Child Care. No representative of Allendale Child Care has authority has entered into any agreement contrary to the foregoing “employment at will” relationship. You understand that your regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Vice-President/Chief Operations Officer or the Company’s President.

Applicant Signature: _____ Date: _____