



Application for Employment

All applications will be considered for employment without regard to race, religion, color, sex, national origin, age, martial or veteran status protected by law. Heart and Hand is an Equal Opportunity Employer.

Date of Application _____

Email: office@heartnhandelc.com
Phone: (540) 382-1085

Desired Position: _____

Desired Hourly Rate: _____ Full Time _____ Part Time

Date you are available to start work _____

If requesting part time, please list days and hours available:

PERSONAL DATA

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone (____) _____ Email Address _____

Are you at least 18 years of age? _____ Yes _____ No

EDUCATION

1. Highest grade completed _____

Name and location of High School _____

Year graduated _____

2. If you did not complete High School, do you have a High School equivalency diploma? _____ Yes _____ No

Date received _____

3. Number of years of education past High School? _____

Name and location of School/College/University _____

Hours _____ Degree Received _____

4. If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date.

5. Please list any additional related education/training:

EXPERIENCE

Starting with your most recent job, describe all paid and military positions. Use additional pages if necessary.

1. Job Title _____ Salary _____

Employer _____

Address _____

Phone (____) _____ Type of Business _____

Immediate Supervisor/Title _____

Dates of Employment (From) _____ (to) _____ Full Time _____ Part Time _____

Job Duties _____

Reason for Leaving _____

May we contact employer for a reference? Yes _____ No _____

2. Job Title _____ Salary _____

Employer _____

Address _____

Phone (_____) _____ Type of Business _____

Immediate Supervisor/Title _____

Dates of Employment (From) _____ (to) _____ Full Time _____ Part Time _____

Job Duties _____

Reason for Leaving _____

May we contact employer for a reference? Yes _____ No _____

3. Job Title _____ Salary _____

Employer _____

Address _____

Phone (_____) _____ Type of Business _____

Immediate Supervisor/Title _____

Dates of Employment (From) _____ (to) _____ Full Time _____ Part Time _____

Job Duties _____

Reason for Leaving _____

May we contact employer for a reference? Yes _____ No _____

4. In narrative form, describe your special skills, talents, volunteer work or training that would help us evaluate your application. _____

REFERENCES

List names, addresses, and relationships to you of three people (not related to you) whom we may contact for information about your qualifications.

1. Name/Title _____

Company _____ Work Phone (_____) _____

Address _____

City _____ State _____ Zip Code _____

Relationship to you _____

2. Name/Title _____

Company _____ Work Phone (_____) _____

Address _____

City _____ State _____ Zip Code _____

Relationship to you _____

3. Name/Title _____

Company _____ Work Phone (_____) _____

Address _____

City _____ State _____ Zip Code _____

Relationship to you _____

MISCELLANEOUS DATA

1. If you are hired, you will be required to have a criminal records background check. Is this acceptable to you? _____ Yes _____ No

2. Are you able to lift 30 pounds? _____ Yes _____ No

3. Are you willing to attend required evening staff meetings? _____ Yes _____ No

4. Are you able to be on the job on a daily basis and be punctual? _____ Yes _____ No

5. Are you willing to participate in training classes offered on weekends and occasional weekdays? Yes No

6. Are you a flexible person, able to meet the daily challenges of a childcare worker?
 Yes No

7. Do you have any physical restrictions or health problems that may restrict your performance of the job you are applying for? Yes No
If yes, please explain _____

8. Are you familiar with DSS licensing standards for a childcare facility? Yes No

9. Are you certified in any of the following?
Infant/Child CPR? Expiration Date: _____
Infant/Child First Aid? Expiration Date: _____
Medication Administration(MAT) Expiration Date: _____

SWORN DISCLOSURE STATEMENT

1. Have you ever been convicted or are you the subject of pending charges of any crime (excluding minor traffic violations)?
 Yes (convicted in Virginia) Yes(pending in Virginia) No

If yes or pending, specify crime(s): _____

Yes (convicted outside of Virginia) Yes (pending outside of Virginia) No

If yes or pending, specify crime(s) and state or other location:

2. Have you ever been the subject of a founded complaint of child abuse or neglect within or outside the Commonwealth?

Yes (in Virginia) No (in Virginia)
 Yes (outside Virginia) No (outside Virginia)

If yes or pending, specify state or other location: _____

I hereby affirm that the information provided on this form is true and complete. I understand that the information is subject to verification.

Signature

Date

I hereby affirm that the above information is true and complete to the best of my knowledge. I understand that it may be subject to verification. Should I be employed by Heart 'n' Hand, any misrepresentation or false statement made on this application may be considered cause for possible dismissal. Heart 'n' Hand has my permission to obtain all necessary information from the references I have listed concerning my prior employment. I release all parties from any possible damages resulting from disclosing such information with or without prior written notice from me.

If hired, I understand this application is not considered a contract. In the Commonwealth of Virginia, I am considered an at will employee and may be terminated by Heart 'n' Hand at any time.

Applicant's Signature _____ Date _____

FOR OFFICE USE ONLY	
Accepted for employment: ___Yes ___No	Position: _____
Started rate: \$ _____ per hour	Starting Date: _____
Interviewed by: _____	Date: _____