



## GENERAL EMPLOYMENT APPLICATION CRAFTON CHILDREN'S CORNER



Crafton Children's Corner considers all applications without regard to an applicant's race, color, creed, religion, age, gender, national origin, pregnancy, veteran status and/or disability or other legally protected class.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

POSITION DESIRED: \_\_\_\_\_

DATE AVAILABLE TO START: \_\_\_\_\_

**Please list your prior work experience in Early Childhood Education or field related to position sought starting with your most recent place of employment. Please include up to three.**

EMPLOYER NAME:	<b>GENERAL JOB RESPONSIBILITIES</b>	
ADDRESS:		
TELEPHONE NUMBER:		
POSITION HELD:		LENGTH OF EMPLOYMENT:
REASON FOR LEAVING		
MAY WE CONTACT THIS EMPLOYER: Yes/No		

EMPLOYER NAME:	<b>GENERAL JOB RESPONSIBILITIES</b>	
ADDRESS:		
TELEPHONE NUMBER:		
POSITION HELD:		LENGTH OF EMPLOYMENT:
REASON FOR LEAVING		
MAY WE CONTACT THIS EMPLOYER: Yes/No		

EMPLOYER NAME:	<b>GENERAL JOB RESPONSIBILITIES</b>	
ADDRESS:		
TELEPHONE NUMBER:		
POSITION HELD:		LENGTH OF EMPLOYMENT:
REASON FOR LEAVING		
MAY WE CONTACT THIS EMPLOYER: Yes/No		

**EDUCATION:**

	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	NO. YEARS ATTENDED	DEGREE/DIPLOMA
HIGH SCHOOL				
PROFESSIONAL CERTIFICATE				
UNDERGRADUATE COLLEGE/UNIVERSITY				
GRADUATE/ PROFESSIONAL DEGREE				
OTHER				

**You must attach to this application a copy of the Diploma/Certificate from your highest level of education achieved. Please also attach official copies of your undergraduate and/or graduate transcripts if applicable.**

**Please list any additional Educational/Specialized Training you have received related to the job for which you are applying:**

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**Please answer the following questions with yes or no:**

1. Are you at least 18 years of age? \_\_\_\_\_ Can you provide proof of your age if required? \_\_\_\_\_
2. Are you a U.S. citizen or have appropriate documentation to show you are eligible to work in the U.S.? \_\_\_\_\_  
(Proof of citizenship or immigration status will be required upon employment)
2. Are you available to work any time as scheduled between the hours of 7:00 a.m. and 6:00 p.m.? \_\_\_\_\_  
If No, please indicate the times you are available to work. \_\_\_\_\_
3. To your knowledge are you related to any child currently enrolled in this program? \_\_\_\_\_  
If yes, please list child's name and your relationship: \_\_\_\_\_  
\_\_\_\_\_
4. To your knowledge are you related to anyone currently serving on the Board of Directors for this agency? \_\_\_\_\_  
If yes, please list the Board Members name and your relationship: \_\_\_\_\_  
\_\_\_\_\_
5. Have you ever been convicted of or have an indicated report of any crime against a child? \_\_\_\_\_
6. Have you ever been convicted of any crime or have pending criminal actions against you? \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**If selected for employment, your hiring will be conditional pending receipt of certified results of all required clearances. If clearance results are not received by the agency within the first 30 days of employment, you will be placed on unpaid suspension until certified clearances are on file with agency. At the time of employment you will be required to provide Crafton Children's Corner with the ORIGINAL CERTIFIED Clearances for your Employment File as required by State Licensing Regulations.**

Please answer the following questions briefly but succinctly in the space allotted: You may be asked to expand upon your answers in an interview format.

1. Why have you chosen to work in Early Childhood Education? \_\_\_\_\_

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2. What do you find rewarding about working with children and families? \_\_\_\_\_

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**PERSONAL/PROFESSIONAL REFERENCES: Do not include family members.**

NAME	PHONE NUMBER	RELATIONSHIP TO YOU	PROFESSION

**APPLICANT'S STATEMENT:**

I certify that the answers and information given herein are true, correct and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in termination regardless of when the information is discovered to be false or misleading.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Thank you for your interest in being employed with Crafton Children's Corner.

Crafton Children's Corner is an "AT-WILL" employer. The "AT-WILL" employment relationship affords the employee the right to resign for any reason. Likewise, the employer may terminate the relationship at any time, with or without cause and with or without notice. The "AT-WILL" employment relationship may not be altered by any written document or by verbal agreement, unless such alteration is specifically acknowledged in writing and signed by an authorized executive of Crafton Children's Corner.

**OFFICE USE ONLY:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Interview Scheduled: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_