



APPLICATION FOR EMPLOYMENT

Name: _____
last first middle (maiden)

Address: _____
complete address with city, state, and zip code

Phone: _____ **Alt. Phone:** _____

Email: _____

Emergency Contact: _____

Phone: _____ **Relationship to Contact:** _____

POSITION(S) APPLYING FOR:

EDUCATION
List diplomas, degrees, and certifications earned. Be prepared to provide a copy of the highest degree earned. Include transcripts as appropriate.

Title	School/ Institution	Address	Dates

EMPLOYMENT HISTORY List most recent first.

Place of Employment Contact Name/Phone#	Position/Title	Dates	Reason for Leaving

APPLICATION FOR EMPLOYMENT, continued

EXPERIENCES WITH YOUNG CHILDREN			
Place	Job/Role	Dates	Contact Name/Phone

RELEVANT PROFESSIONAL DEVELOPMENT TRAINING, COURSES, OR WORKSHOPS ATTENDED			
Course Title	Location	Date	Credit Hours

REFERENCES				
Provide all contact information for at least 3, <u>non-relative</u> references, including former employers, character, and business references. Please include <u>at least one work related reference</u> .				
Name and Relationship	Address	Email	Phone #	Time Known

Have you ever been convicted of a felony,
including any involving a suspended sentence? _____ YES _____ NO

Have you ever been reported for child abuse or neglect? _____ YES _____ NO

TCA 14-10-129 states that “each person applying to work with children as a volunteer or as a paid employee....shall complete an application form prescribed or approved by the Dept. of Human Services....It shall be unlawful for any person to falsify any information required on the application. Knowingly failing to disclose required information shall be deemed to be falsification to the same extent as providing false information.”

By signing this application, I affirm that the information provided is true and factual to the best of my knowledge. I grant permission for all persons, organizations, or agencies, listed above to be contacted for the expressed purpose of pre-employment screening. Further, I agree to submit to fingerprinting and a criminal background check as required by TN law.

APPLICANT SIGNATURE

DATE

Office Use Only: Hire Date: _____ First Day as Caregiver: _____

Employment Separation Date: _____ Reason for Separation: _____