



Program name _____ K8
License number _____

Personnel or Applicant

First name _____ Middle name _____ Last name _____ Social Security number _____

Date of birth _____ All previous names, including aliases and maiden _____

Street address _____ City _____ State _____ ZIP code _____

Mailing address or PO Box _____ City _____ State _____ ZIP code _____

Email _____

Phone number with area code _____ Alternate phone number with area code _____

Education

Do you have a high school diploma, General Education Development (GED) credential, or Licensing approved equivalent? ☐ Yes ☐ No

When **NO**, are you in the process of obtaining a high school diploma, GED, or Licensing approved equivalent? ☐ Yes ☐ No

What is the highest grade you have completed: _____

List child care credentials or educational certificates

Expiration date(s)

College

College/university/school _____ Location(s) _____

Degree or credential _____ Major/minor _____ Attendance (MM/YY - MM/YY) _____

First name _____ Last name _____ K8
 License number _____
 Graduation date _____ Number of completed semester hours if you did not graduate _____

Previous Child Care Employment

Employer name	Address (city, state, zip code)	Phone	Full or part-time	Dates of employment	
				From	To
				From	To
				From	To
				From	To

Personal References

All applicants for all personnel positions: list at least three non-relative references, with at least two of them from your most recent employers, when applicable.

Name _____ Phone number _____ Relationship _____
 Mailing address or PO Box _____ City _____ State _____ ZIP code _____

Name _____ Phone number _____ Relationship _____
 Mailing address or PO Box _____ City _____ State _____ ZIP code _____

Name _____ Phone number _____ Relationship _____
 Mailing address or PO Box _____ City _____ State _____ ZIP code _____

Background Investigation

First name Last name K8
License number

Are you required to register under the Sex Offenders Registration Act or Mary Rippy Violent Crime Offenders Registration Act? ☐ Yes ☐ No

Do you have pending charges, have you entered a plea of guilty or nolo contendere (no contest); or been convicted of any criminal activity involving gross irresponsibility or disregard for the safety of others; violence against an individual; sexual misconduct; child abuse or neglect; animal cruelty; or possession, sale, or distribution of illegal drugs? ☐ Yes ☐ No

Signature of Personnel or Applicant

I understand by completing this form a background investigation will occur prior to hire. ☐ Yes ☐ No

I understand my registration on the Child Care Registry (Restricted Registry) may occur when:

- a background investigation reveals a specified criminal history; or ☐ Yes ☐ No
- an action against a child in care results in a confirmed or substantiated finding of abuse or neglect. ☐ Yes ☐ No

I certify the information provided on this form is true and complete.

Signature of personnel or applicant Date

Parent's signature when applicant is a minor Date

Program Use Only

Complete during hiring process by owner, responsible entity, director, or primary caregiver:

Date Personnel Information form submitted to Licensing: _____

Form must be submitted to Licensing within 2 weeks of employment

Date **Restricted Registry** search completed: _____

Date **three** reference checks **completed**: _____

Date **preliminary** criminal history review results received, when applicable: _____

Date **complete** criminal history review results received: _____

Employment date Position(s) assigned or title

_____	_____	K8
First name	Last name	License number

Signature of Owner, Responsible Entity, Director, or Primary Caregiver

I understand giving false or incomplete information may result in denial or revocation of my license.

_____	_____
Signature of owner, responsible entity, director, or primary caregiver	Date