

# Application for Employment



Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street City State Zip code

Contact: ( ) - ( ) - \_\_\_\_\_  
Home Phone Mobile Phone Email

Referred By: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Full Time  Part Time  Substitute

Pay Desired: \$ \_\_\_\_\_ /hour Date Available: \_\_\_\_\_

Currently Employed: Yes  No  May we contact current employer? Yes  No

## Employment History (Professional References) *List most recent employment first*

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

We are an equal opportunity employer and do not discriminate against applicants or employees on the basis of race, sex, color, creed, ancestry, religion, age, handicap, national origin, citizenship, sexual preference, veteran status or any other basis as provided by federal, state, and local law.

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## Education

Circle last year completed:

**High School** 1 2 3 4 years **GED**  School Name City State

Did you graduate? Yes  No

**College/University** 1 2 3 4 years School Name City State

Did you graduate? Yes  No  Degree(s)

Number of Early Childhood College course hours completed: Hours ECE experience:

**Business/Technical School** 1 2 3 4 years School Name City State

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## General

Are you currently certified in First Aid? Yes  No

Are you currently certified in CPR? Yes  No

Are you 18 years of age or older? Yes  No

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## References

***Professional references preferred: supervisors, teachers, professors, coaches, etc***

Name: Occupation: Phone:

Relationship to you: Years known:

Name: Occupation: Phone:

Relationship to you: Years known:

Name: Occupation: Phone:

Relationship to you: Years known:

*As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references. If necessary for employment, you may be required to: supply your driver's license, social security card and/or other proof of authorization to work in the United States, have a physical examination and a background check, or to sign a conflict of interest agreement and abide by its terms.*

I certify that I have given true and accurate information, and that I agree to the terms and conditions of employment. I authorize the Company to inquire into my education, past employment history, and references as needed to research my qualifications for this position. If any information in this application is found to be false, my application for employment may be rejected, and if I am already employed, I will be subject to discharge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_