

CHURUBUSCO COMMUNITY CHILD CARE CENTER

Employment Application



APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION

High School	Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
College	Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
Other	Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

Please answer the following questions

1. Briefly explain why you wish to pursue a career in, or work in early childhood education and care.

2. Briefly and clearly explain your philosophy of care and education for preschool and early elementary children.

3. Describe your personal strengths and weaknesses that would be relevant to this application.

4. List special abilities such as: musical, artistic, athletic, etc. that you have & would be able to use as a staff member.

5. Describe your communication and interpersonal relationship skills.

6. Describe any other talents, relevant experiences, or hobbies that would be useful as a staff member.

7. Describe your long range employment & educational goals

Dear Applicant,

You are seeking a position in which you will have significant influence on the lives of children. Churubusco Community Child Care Center is dedicated to providing the best preschool educational experiences and optimum standard of care for each child we serve. Because of the importance of the position you seek, we ask that you provide us with information that will help us determine your suitability to work in our center.

Answer the following by placing a check in the blank. If you answer "yes" to any of the questions, please explain the circumstances on a separate sheet of paper and attach it to this application.

1. If you are employed, is your conduct as an employee, or the quality of your work, the focus of an investigation by your current employer? Yes _____ No _____
2. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be terminated? Yes _____ No _____
3. Have you ever been investigated for, charged with, or pled guilty or "no contest" to any crime involving the sexual abuse of any person or indecency with a minor? Yes _____ No _____
4. Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program? Yes _____ No _____
5. Have you ever been fired or released by an employer? Yes _____ No _____

Read and Sign

I understand any false statements or misrepresentation of facts are grounds for dismissal. I further understand that the addendum on the back of this application is part of the application, and any misrepresentation or omission of fact may be grounds for disqualification from employment or dismissal. I hereby certify that the statements are true and correct to the best of my knowledge and belief.

Signature of Applicant

Date