

Heritage Baptist Child Development Center Application For Employment	Prospective employees will receive consideration, without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.
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PERSONAL

Date:

Last Name First Middle	Home Telephone
Street Address	Business Telephone
City, State, Zip	
Email Address:	Social Security #
Have you ever applied for employment with us? Yes No If yes: Month and Year _____ Location _____	
Position desired	Pay Expected
Apart from absence for religious observance are you available for full-time work? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you work overtime if asked? Yes No
Are you legally eligible for employment in the United States? Other special training or skills (languages, machine operations, etc.)	When will you be available to work?
Do you meet DHR Minimum Age requirement of 19 years old? Yes <input type="checkbox"/> No <input type="checkbox"/> If not, when will you be 19?	

EDUCATIONAL

School	Name and Location of School	Course of Study	No. of Years completed	Did you graduate?	Degree or Diploma
College				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Business/Trade Technical				Yes <input type="checkbox"/> No <input type="checkbox"/>	
High School				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Membership in Professional or Civic Organizations (Exclude those which may disclose your race, color, religion or national origin)					

Have you ever been arrested, charged, or convicted of a criminal offense? Yes___, No___ If yes, give details.

Have you ever received treatment/counseling from a psychologist/psychiatrist/counselor? Yes___, No___ If yes, give details. _____

Have you ever received treatment for drugs/alcohol abuse? Yes___, No___ . If yes, give details. _____

Have you ever been investigated for suspected child abuse/neglect? Yes___, No___ . If yes, give details. _____

CHILD CARE EXPERIENCE

List all courses, workshops and conferences related to child development, early childhood education, and administration/management of daycare centers. Attach additional pages if necessary.

Title of Course/Workshop	Sponsor	Date	Location	Hours

Write a short paragraph indicating why you applied for a position at Heritage Child Development Center, your understanding of this program, and what you think would be expected of you in this position.

EMPLOYMENT HISTORY

List in order beginning with the most recent employment. Attach additional pages if necessary.

Employer _____
Address _____
Name of Supervisor _____
Position _____

Telephone _____
Employed-State month & Year
From _____ To _____
Reason for Leaving _____

Employer _____
Address _____
Name of Supervisor _____
Position _____

Telephone _____
Employed-State month & Year
From _____ To _____
Reason for Leaving _____

Employer _____
Address _____
Name of Supervisor _____
Position _____

Telephone _____
Employed-State month & Year
From _____ To _____
Reason for Leaving _____

REFERENCES

Name three unrelated persons whom we may contact as references. One should be a former employer or a teacher if not previously employed.

Name _____
Address _____
Phone _____

Name _____
Address _____
Phone _____

Name _____
Address _____
Phone _____

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do not contact

Employer Number _____
Reason _____

Military

Did you serve in the U.S. Armed Forces? Yes No If "Yes", which Branch? _____

Describe any training received relevant to the position for which you are applying.

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

Date _____

Signature _____