

APPLICATION FOR EMPLOYMENT

(Pre-employment questionnaire equal opportunity employer)

PERSONAL INFORMATION

Name: (Last, First) _____

Alias Names: _____ Social Security Number: _____

Present Address: _____

City: _____ State: _____ Zip: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Home Number: _____ Cell Number: _____ Work Number: _____

Emergency Contact: _____ Number: _____

Children (name/s and ages): _____

How Many: _____

EMPLOYMENT DESIRED

Position applied for: _____

Explain why you want this position: _____

Date you can Start: _____ Why: _____

Salary Desired: _____ Why: _____

Are you employed currently? _____ Where: _____

Why are you leaving your job? _____

May we speak with your former employees: _____ If not why? _____

FORMER EMPLOYERS

From: _____ To: _____ Name: _____

Salary: _____ Position: _____ Reason for Leaving: _____

From: _____ To: _____ Name: _____

Salary: _____ Position: _____ Reason for Leaving: _____

From: _____ To: _____ Name: _____

Salary: _____ Position: _____ Reason for Leaving: _____

From: _____ To: _____ Name: _____

Salary: _____ Position: _____ Reason for Leaving: _____

From: _____ To: _____ Name: _____

Salary: _____ Position: _____ Reason for Leaving: _____

REFERENCES

1. Name: _____ Number: _____ Years Known: _____

Address: _____

May we contact: _____ If no why: _____

2. Name: _____ Number: _____ Years Known: _____

Address: _____

May we contact: _____ If no why: _____

3. Name: _____ Number: _____ Years Known: _____

Address: _____

May we contact: _____ If no why: _____

4. Name: _____ Number: _____ Years Known: _____

Address: _____

May we contact: _____ If no why: _____

EDUCATION

High School Education: _____ Graduated: _____ When: _____

College Education: _____ Graduated: _____ When: _____

Major: _____ Minor: _____

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for immediate dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of this company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

I also understand that if hired and employed by this company, I have the full responsibility to gather, afford and pay for the adequate personnel file data required to work in the childcare field for this company and I have five (5) days to do a background check and all other paperwork for staff employee files is due the first day of the job or it shall be grounds for immediate dismissal."

Have you ever been convicted of a felony? ☐ Yes ☐ No

Have you ever been convicted of a sex crime? ☐ Yes ☐ No

Signature

Date

ADDITIONAL REMARKS FROM APPLICANT:

DO NOT WRITE BELOW

REMARKS FROM EMPLOYER

Neatness: _____

Character: _____

Ability: _____

Personality: _____

Attitude: _____

Punctual: _____

Childcare Needed: _____

Full Time or Part Time: _____

Interviewed by: _____

Date: _____