



APPLICATION FOR EMPLOYMENT

APPLICANT INFORMATION

Date of Application _____ Position Applying For _____

First Name _____ Last Name _____

Street Address _____ City _____ State _____ Zip _____

Best Phone Number to Reach You _____ Best Time to Call You _____

Email Address: _____

Social Security # _____ Date of Birth _____

Are you a U.S. citizen? Yes No If no, what is your status? _____

Have you ever filed an application here before? Yes No If yes, when? _____

Did someone refer you to Children's World? Yes No If yes, who? _____

If hired, when would you be available to start work? _____

How many hours per week would you like to work? _____

What hours are you available to work?
Children's World is open from 5:30am to 6:00pm, Monday through Friday.

Monday	Tuesday	Wednesday	Thursday	Friday

Have you ever been bonded? Yes No

Have you ever been convicted of a felony? Yes No If yes, please explain below.

Have you ever been involved with a child abuse or neglect court action or official investigation? If yes, please explain below. Yes No

Do you have any physical, mental, or medical impairment or disability that would limit your job performance in the position for which you are applying? If yes, please explain below. Yes No

EMPLOYMENT HISTORY

Employer _____ Phone Number _____

Street Address _____

City _____ State _____ Zip _____

Immediate Supervisor _____ Supervisor's Title _____

Reason for leaving _____

Summary of job _____

Start Date _____ End Date _____ Start Pay _____ End Pay _____

May we contact for references? Yes No Later

Employer _____ Phone Number _____

Street Address _____

City _____ State _____ Zip _____

Immediate Supervisor _____ Supervisor's Title _____

Reason for leaving _____

Summary of job _____

Start Date _____ End Date _____ Start Pay _____ End Pay _____

May we contact for references? Yes No Later

Employer _____ Phone Number _____

Street Address _____

City _____ State _____ Zip _____

Immediate Supervisor _____ Supervisor's Title _____

Reason for leaving _____

Summary of job _____

Start Date _____ End Date _____ Start Pay _____ End Pay _____

May we contact for references? Yes No Later

EDUCATION

List the schools you have attended, starting with the most recent. List the number of years completed. Indicate degree or diploma earned, if any.

School	City & State	Year Completed	Degree/Diploma	Major/Minor

ORGANIZATIONS, ACTIVITIES, VOLUNTEER EXPERIENCE

List any organizations, extra-curricular activities, volunteer experience, or other commitments that you are involved with, including time that you would need off from work.

Organization/Activity/Experience	Dates Involved/Time Commitment

ADDITIONAL SKILLS OR HONORS

List any additional skills, honors, or abilities that would be an asset to the position you for which you are applying.

Skill/Honor/Other Ability

REFERENCES

List at least two references who are not related to you and are not previous supervisors. Do not include minister, priest, or clergy. Only list references that agree to be contacted on your behalf.

Name _____ Phone Number _____

Street Address _____ City _____ State _____ Zip _____

Relationship _____ Years known _____

Name _____ Phone Number _____

Street Address _____ City _____ State _____ Zip _____

Relationship _____ Years known _____

Name _____ Phone Number _____

Street Address _____ City _____ State _____ Zip _____

Relationship _____ Years known _____

APPLICANT’S SIGNATURE

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer’s service, if I am employed.

I have never been convicted of any law, in any state, and do not have any record of founded child abuse or dependent adult abuse in any state.

I do not have a communicable disease or other health concern that could pose a threat to the health, safety, or well-being of the children.

I give Children’s World the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Children’s World is an Equal Opportunity Employer. Children’s World does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant’s consideration for employment on a basis prohibited by local, state, or federal law.

This application will be kept on file for six (6) months. At the conclusion of this time, if I have not heard from Children’s World, and still want to be actively considered for a position open with the Center, I acknowledge that it will be necessary for me to fill out a new application.

I understand that just as I am free to resign at any time, Children’s World reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of Children’s World has any authority to make any assurances to the contrary.

Applicant signature

Date