**EMPLOYMENT APPLICATION**

Children’s Nest Learning Center

|  |  |  |  |
| --- | --- | --- | --- |
| **Position**: |  | **Date Available:** |  |
| **Full or Part Time:** |  | **Desired Salary**: |  |
| **PERSONAL** |
| **Name:** | ***Last*** | ***First*** | ***Middle*** |
| **Address:** | ***Street*** | ***City*** | ***State Zip*** |
| **Home Phone:**( ) | **Alternate Phone:**( ) |
| **Are you 18 years or older?** | ***Yes*** | ***No*** | ***If no, please state age:*** |
| **Do you have any medical condition(s) that may interfere with fulfilling the responsibilities of the position for which you are applying?** Yes No |
| ***If so, please explain:*** |
| **Have you ever been convicted of a felony, barrier crime or subject of a founded Child Protective Service complaint**? Yes No |
| ***If so, please explain:*** |
| **Employment requires Criminal Background Clearances. Is this acceptable to you?** Yes No |
| **In case of emergency, please notify:** |
| **Address (City, State, Zip)** |
| **Phone :** | **Relationship:** |
| **DISCLOSURE: Before driving a vehicle to transport children, I realize that I am required to disclose any moving traffic violation that occurred five years prior to or during employment or assignment as a driver.** |
| **Signature** | **Date** |

|  |
| --- |
| **EDUCATION AND TRAINING** |
| 1. Name and location of high school: Dates attended: Date of graduation or GED:  |
| 2. Name and location of College/University: Dates attended: Number of years completed: Degree(s) earned:  |
| 3. Additional training or certification that would be helpful in evaluating your application: |
| **EXPERIENCE** |
| Begin with the current or most recent employment (including military experience). Use additional paper if necessary. |
| 1. **Position:** | **Dates: *From To***  |
| **Employer:** | **Full Time Part Time** |
| **Address:** | **Job duties:** |
| **Phone:** | **Immediate Supervisor:** |
| **Reason for leaving:** | **Are you eligible for rehire? *Yes No*** |
| **Salary: From To**  | **May we contact your employer? *Yes No*** |
| **2. Position:** | **Dates: From To**  |
| **Employer:** | **Full Time Part Time** |
| **Address:** | **Job duties:** |
| **Phone:** | **Immediate Supervisor:** |
| **Reason for leaving:** | **Are you eligible for rehire? *Yes No*** |
| **Salary: From To**  | **May we contact your employer? *Yes No*** |
| **3. Position:** | **Dates: From To**  |
| **Employer:** | **Full Time Part Time** |
| **Address:** | **Job duties:** |
| **Phone:** | **Immediate Supervisor:** |
| **Reason for leaving:** | **Are you eligible for rehire? *Yes No*** |
| **Salary: From To**  | **May we contact your employer? *Yes No*** |
| **Please describe any volunteer work or other experience related to child care:** |

|  |
| --- |
| **REFERENCES** |
| **1. Name:** | **Titl**e: | **Relationship:** |
| **Company:** | **Phone: (W) (H)**  |
| **Address:** |
| **2. Name:** | **Title:** | **Relationship:** |
| **Company:** | **Phone: (W) (H)**  |
| **Address:** |
| **3. Name:** | **Title:** | **Relationship** |
| **Company:** | **Phone: (W) (H)**  |
| **Address:** |

I understand that I will be required to submit written information to demonstrate that I possess the education, orientation training, staff development, certification, and experience required by the job position.

**I hereby certify that the information given in this application is true and complete to the best of my knowledge.**

**Signature:**

**Date:**

**Office Use Only**

**Position Date of Hire Date of Separation**