

APPLICATION FOR EMPLOYMENT

Position(s) Applied For	Date of Application
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Last Name	First Name	Middle Name
Address	City, State	Zip Code
Telephone Number	Social Security Number	
Email Address		

EDUCATION

	Name & Address of School	Dates Attended	Diploma, Degree or Certificate	Completion Date
High School				
College				
Other				

Other licenses or certificates held, or experiences acquired qualifying you for this employment:

REFERENCES

Two Professional & Two Personal

Name	Phone Number	Title/Relationship

WORK EXPERIENCE

Previous 10 years worked or last 5 employers

1.

Employer		Work Performed	
Address			
Telephone Number			
Job Title	Supervisor	Dates Employed	
		From	To
Reason for leaving			

2.

Employer		Work Performed	
Address			
Telephone Number			
Job Title	Supervisor	Dates Employed	
		From	To
Reason for leaving			

3.

Employer		Work Performed	
Address			
Telephone Number			
Job Title	Supervisor	Dates Employed	
		From	To
Reason for leaving			

EMPLOYMENT QUESTIONS

Are you available to work: Full-Time Part-Time

Date available for work: ____/____/____

Would you be available to open the Center at 6:00 am if necessary? Yes No

Would you be available to close the Center at 6:00 pm if necessary? Yes No

Please indicate if you've ever had the following trainings. If so, please provide the date of latest completion.

Yes or No		
CPR Training		Date:
First Aid Training		Date:
Child Abuse Training		Date:

State any additional information you feel may be helpful in us considering your application:

Have you ever been convicted of child abuse? Yes No

Have you ever been convicted of child neglect? Yes No

Have you ever been convicted of committing lascivious acts with a child? Yes No

Have you ever been convicted of a felony? If yes, please explain.

Happy Time Child Development Center provides equal employment opportunities and will not illegally discriminate on the basis of age, race, creed, color, sex, national origin, religion, marital status or disability.

Please read the following, and if you agree, sign below.

I understand Happy Time Child Development Center is a licensed childcare facility, and because of that, it is my responsibility, if hired to have a physical at my own expense prior to my first day of work. I also understand that it is a requirement to be certified in First Aid and CPR within the first 30 days of my employment.

I have read and understand the above statement, and to the best of my knowledge, all statements and information I have given are true and accurate.

Signature	Date
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