

Care 4 Kids Application for Employment

Personal Information: (Please Print)

Name: _____ Phone: (_____) _____

Address: _____

Email address: _____

Social Security Number: _____

Position(s) Applied For: _____ Date Applying: _____

Referral Source: Advertisement Friend Walk-In Other: _____

Upon hire, can you provide proof that you can legally work in the United States? Yes No

Can you work hours outside the normally defined work day/week? Yes No

Are you seeking part-time or full-time employment? _____

Are there days or hours you are NOT available to work? _____

When are you available to begin employment? _____

Other than English, what languages do you speak? _____

Three References: (Please make sure these persons are NOT related to you.)

Name	Address	Phone Number (w/area code)

Employment Experience:

Are you currently employed? Yes No

If yes, may we contact your present employer? Yes No

Have you been discharged or forced to resign from an employment situation? Yes No

If yes, please explain: _____

Employment Experience: continued

Please list your work experience below, beginning with your current or most recent job. Please show promotions as separate jobs. Be sure to include appropriate military experience. Please write an asterisk (*) beside any job that gives you specific experience related to the position for which you are applying.

Employer: _____ Dates Employed: _____ Address: _____ Telephone: (_____) _____ Position: _____ Supervisor's Name: _____ Extension: _____ Hourly/Monthly Rate: Start - \$ _____ Final - \$ _____ Describe Work Performed: _____ _____ Reason For Leaving: _____ _____
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Special Skills and Qualifications: Please describe any special skills or qualifications you have acquired from your experiences that may help qualify you for the position for which you are applying. Include babysitting, parental experience, CPR, etc. and where/how it was acquired.

Education:

High School (Name, City, State): _____

Name	Address	Major	Units	Degree

You must produce a diploma, GED, certification, degree, or letter from each educational institution as proof of attendance and completion. Upon hire, you must provide proof that you are 18 years of age or in the second year of a vocational childcare education program.

I give Care 4 Kids the right to investigate all references and to secure additional information about me, if job-related. Furthermore, I give Care 4 Kids the right to verify any educational reference given in this application. I hereby release from liability Care 4 Kids and its representatives for seeking such information and all other corporations, educational institutions, or organizations for furnishing such information. _____ Initial Here

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the Care 4 Kids service if I have been employed. _____ Initial Here

In the event of my employment by Care 4 Kids, I agree to abide by all present and subsequently issued rules and policies of Care 4 Kids. _____ Initial Here

I understand that just as I am free to resign at anytime, Care 4 Kids reserves the right to terminate my employment at any time, without prior notice, and at the sole discretion of the administration. _____ Initial Here

I understand that I cannot hold other employment that interferes with my position and required responsibilities at Care 4 Kids. I also realize I cannot hold a position that poses an ethical issue or apparent conflict of interest. This policy applies to Care 4 Kids, Job and Family Services, and Child and Adult Care Food Program. _____ Initial Here

Have you ever been charged with child abuse or sexual misconduct? Yes No

Have you ever been convicted of any crime or entered a plea of no contest? Yes No
(This includes misdemeanors and felonies regardless of the length of time which has lapsed since their occurrence. Convictions that were dismissed must be disclosed. Minor traffic violations resulting in a fine of \$499 or less do not need to be disclosed.)

If Yes, Please Explain: _____

The facts set forth above in my Application for Employment are true and complete. I understand that if I am employed, false statements on this application shall be considered sufficient cause for termination from Care 4 Kids.

_____ Initial Here

Signature of Applicant: _____ Date: _____

For Office Use Only:

Date Application Was Received:	
Date Of Interview:	Time of Interview:
Job Offered:	Pay:
Start Date:	