

Employment Application

Personal Information

Full Name:	
Application Date:	
Street Address:	
City, State, Zip Code:	
E-mail:	
Phone:	
SSN:	

Employment Desired:	
<input type="checkbox"/>	Full-time only
<input type="checkbox"/>	Part-time only
<input type="checkbox"/>	Full-time or Part-time
<input type="checkbox"/>	Seasonal/On-call

General Information

Position Desired:	
Desired Hourly Rate:	
Hours Available:	M: _____ T: _____ W: _____ Th: _____ Fri: _____

Requirements

The Village Childcare Center is an Equal Opportunity Employer. Applicants must show they understand and are able to meet the following requirements for employment by initialing each item below.	Initials
<i>High School Diploma or GED Equivalent</i>	_____
<i>Will provide current medical documentation and negative TB test</i>	_____
<i>United States citizen or legally authorized to work in the U.S.</i>	_____
<i>Will provide social security card or birth certificate</i>	_____
<i>Will submit to drug and alcohol testing as required</i>	_____
<i>Will complete a criminal background check</i>	_____
<i>Will complete a Child Maltreatment Central Registry check</i>	_____
<i>Physically able to safely supervise young children and perform necessary job functions</i>	_____
<i>Will maintain professional conduct at all times</i>	_____

Education Experience

High School Attended/ Graduation Year:	
College Attended/Degree:	
Child Development Associate Certification:	
Courses completed relevant to childcare training (CPR, First Aid, etc):	
Other relevant skills, vocational, and/or technical training:	

Employment History (begin with most recent)

Dates of Employment	Employer/ Address	Supervisor's Name/Phone	Title/Duties	Reason for leaving

Personal References

Full Name	Address	Phone Number	Relationship

Criminal Background

Criminal background checks will be conducted on all applicants

Have you ever pled guilty, no contest, or been convicted of any criminal offenses? If yes, explain.	
Has a report of child maltreatment ever been made against you? If yes, explain.	
Has a court ever denied parental, custodial, or visitation rights as a result of neglect or child abuse? If yes, explain.	
While employed in a childcare program, have you ever been the subject disciplinary action or been responsible for a child care facility receiving an administrative or disciplinary action? If yes, explain.	

An application form can sometimes make it difficult to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

I hereby certify that all information contained in this application is true and correct. I understand that any misrepresentation, falsification, or consequential omission of information may render this application void, or if employed may result in immediate termination. I further consent and agree to submit to any job related medical exams or drug tests that might be required and agree to provide any information that may be needed to facilitate such tests. I authorize the individuals and institutions named above to give information regarding my employment, character, and qualifications, hereby releasing them from all liability for issuing such information.

Applicant Name

Applicant Signature

Date