

Date: _____

Position Desired: _____

Date Available: _____

Interviewed by: _____

Name	First	Middle	Last
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Home address _____

Home phone _____

Social Security Number: _____ Birth date _____

If you are under age 18, can you submit a work permit if hired? _____

If you are not a US citizen, do you have a Visa to work in the US? _____

If yes, what kind of Visa classification? _____

Visa Registration No. _____ Expiration date _____

Has bond or security clearance ever been denied and/or canceled? _____

If yes, please explain: _____

EDUCATION

	Place	Dates	Diploma cert./ degree
High School	_____	_____	_____
College	_____	_____	_____
Other	_____	_____	_____

Please list your experience working with groups of children (indicate ages of children, your duties, dates that you worked in this position and reason for leaving)

Please attach documentation of experience working with children.

Have you attended/completed any child care training courses? ___Yes ___No

If yes, please list: _____

Do you have a valid driver's license? ___Yes ___No

If yes, list state, license number and class of license: _____

Have you had CPR training within the past two years? ___Yes ___No

If yes, list expiration date: _____

Have you had first aid training within the past three years? ___Yes ___No

If yes, list expiration date: _____

Ten Year Employment History

Begin with your most current or last employer. State if you have been unemployed during any time within the past ten years. Please list how you spent that time, e.g. student, housewife, unemployed, etc.

Month/Year	Name and Address of Employer	Position
from _____ to _____	_____	_____
from _____ to _____	_____	_____
from _____ to _____	_____	_____

May we contact previous employers? _____

Do you have a criminal record? ___Yes ___No

If yes, explain: _____

Have you even been shown by credible evidence, e.g. A court order or jury, a department investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct? ___Yes ___No

Under the Americans with Disabilities Act of 1991, this program is required to reasonably accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, interviews and actual employment, but only if the program supervisor is made aware that an accommodation is required. If you are disabled and require accommodation, you may request it at any time during the interview process. You are obligated to inform the program director of your needs if it will impact your ability to perform the job for which you are applying.

Having read the job description for the position for which you are applying, are you in all respects, able to adequately perform the duties as described? ___Yes ___No

If no, please explain: _____

The Department of Human Resources requires annual child care training, are you willing to participate? ___Yes ___No

I certify that all information on this application is correct.

Signature _____

Date _____