



## APPLICATION FOR EMPLOYMENT

*Holy Family Child Care & Development Center, Inc. considers all applications without regard to an applicant's race, color, creed, religion, age, gender, national origin, pregnancy, veteran status and/or disability or other legally protected class.*

Date of application: \_\_\_\_\_ Hire date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First MI Soc. Sec. #

Address: \_\_\_\_\_  
Number (Apt.) Street City State Zip

Telephone number: \_\_\_\_\_  
Home phone Cell phone

Position Date available Salary  
desired: \_\_\_\_\_ to start: \_\_\_\_\_ desired: \_\_\_\_\_

Are you employed now: \_\_\_\_\_ If yes, full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Are you 18 years or older: -+  
- \_\_\_\_\_

Have you ever been convicted of a felony, or been involved with a child abuse or neglect court action or official investigation? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **EDUCATION HISTORY**

Did you graduate High School \_\_\_\_\_ Or GED \_\_\_\_\_

College \_\_\_\_\_

Name and Location Major Year Graduated Degree

Other \_\_\_\_\_  
Name and Location Major Year Graduated Degree

Special Organizations/Honors \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CREDENTIALS OR CERTIFICATES HELD:**

List courses of study or training earned in Early Childhood Education, Child Development, and

Elementary Education \_\_\_\_\_

\_\_\_\_\_

**EXPERIENCE (most recent first)**

Position \_\_\_\_\_ Dates \_\_\_\_\_  
Duties \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone No. \_\_\_\_\_

Position \_\_\_\_\_ Dates \_\_\_\_\_  
Duties \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone No. \_\_\_\_\_

Position \_\_\_\_\_ Dates \_\_\_\_\_  
Duties \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone No. \_\_\_\_\_

**VOLUNTEER EXPERIENCE (most recent first)**

Position \_\_\_\_\_ Dates \_\_\_\_\_

Duties \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone No. \_\_\_\_\_

Position \_\_\_\_\_ Dates \_\_\_\_\_  
Duties \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone No. \_\_\_\_\_

Additional Skills

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List all professional and community organizations with which you are affiliated. \_\_\_\_\_

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Briefly describe your educational philosophy. \_\_\_\_\_

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What do you feel most qualifies you for this position? \_\_\_\_\_

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What are your professional goals? \_\_\_\_\_

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**REFERENCES:** List the names of three persons, not related to you, whom you have known at least one year.

1. \_\_\_\_\_  
Name and Address                      Business                      Telephone No.                      Years Acquainted
2. \_\_\_\_\_  
Name and Address                      Business                      Telephone No.                      Years Acquainted
3. \_\_\_\_\_  
Name and Address                      Business                      Telephone No.                      Years Acquainted

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal.”

“I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have personal or otherwise, and release all parties from all liability for any damages that may result from furnishing same to you.”

“I understand and agree that if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.”

“I understand that, if offered employment, I will be required to consent to background investigation and/or drug screening process. I understand that failure to pass or submit to a drug test will conclude all consideration for employment.”

Federal Law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment eligibility and identify within 3 days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

Date

Signature of Applicant

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*This institution is an equal opportunity provider.*