



Personal Information

| | |
|------------------------------|-----------------|
| Date: | |
| Position Desired: | Desired Pay: |
| Age Group Preference: | No. Hrs./Week: |
| Desired Daily Work Schedule: | Date Available: |

| | |
|---|--|
| Name: First Middle Last | Spouse's Name |
| Home Address | Home Phone cell phone |
| Date of High School Graduation or GED | Social Security Number |

Citizenship/Visa Information (Complete the following questions.)

| Question | Yes/No | Explanation |
|--|--------|-------------|
| If you are under the age of 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? | | |
| What is the visa registration number and expiration date? | | |
| Has bond or security clearance ever been denied and/or canceled? | | |

Criminal History (Complete the following questions.)

| Question | Yes/No | Explanation |
|--|--------|-------------|
| Do you have a criminal record? If yes, please explain. | | |
| Have you ever 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? If yes, please explain. | | |
| Do you have a valid driver's license? If yes, give license number and class of license. | | |

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 must 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: |
| |
| |

List ages of children you plan to enroll: _____

Office Use Only

| | |
|---------------------|--|
| Interviewed By: | |
| Interview Date: | |
| Hired?: | |
| Position Hired For: | |
| | |

Education and Qualifications

Education (Attach documentation of qualifying education.)

| | Name and Location of School | Dates | Diploma, Certificate or Degree |
|------------|-----------------------------|-------|--------------------------------|
| Elementary | | | |
| Secondary | | | |
| College | | | |
| Other | | | |

Experience with Groups of Children (Attach documentation of qualifying education.)

| Position | Children's Ages | Duties | Dates | Reason for Leaving |
|----------|-----------------|--------|-------|--------------------|
| | | | | |
| | | | | |
| | | | | |

Child Care Training Courses (List all applicable classes.)

| Class | Class Date | Expiration Date (if applicable) |
|--------------------|------------|---------------------------------|
| CPR Training | | |
| First Aid Training | | |
| | | |
| | | |

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

The state requires you to supply a ten year employment history. (Begin with your most current or last employer. If you have been unemployed during any time within the last ten years, list how you spent your time, e.g., student, housewife, unemployed, etc. Use attached addendum if necessary.)

| Month/Year | Name and Address of Employer | Hrly. Pay Rate | Position | Reason for Leaving |
|------------|------------------------------|----------------|----------|--------------------|
| From | | | | |
| To | | | | |
| From | | | | |
| To | | | | |
| From | | | | |
| To | | | | |
| From | | | | |
| To | | | | |

May we contact your previous employer? Yes _____ No _____

Have you submitted the required three or more work related references? Yes _____ No _____

I certify that all information on this application is correct. I have not given any false statement concerning my qualifications.

Signature _____ Date _____