

Maria Hay Forbes Centre Kids Campus Child Care Center

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Please provide us with the following information wherever appropriate.

Date:

PERSONAL

Full Legal Name: (last, first, middle)

Telephone #

Best time to call:

Address: (street, city, state, zip code)

Are you at least 18 years of age? Yes No

E-Mail Address:

Position Applied For:

Type of Employment Interested In: (Check all that apply)

Full Time Part Time

Have You Applied Here Within Last Year? Yes No

Date Available for Employment:

Pay Expected :

Other Areas of Employment Interest:

Social Security # :

Are you Legally Eligible For Employment In The United States?
Yes No

Availability: (Please check all that apply)

Full-time Part-time

Would you be **unable** to come to work on certain days?
If so specify:

Have you ever been employed by MHFC/YWCA? YES NO

If "Yes" Dates Employed

From:

To:

Position(s) Held:

List any special training or skills, languages, machine operation, hobbies, activities, etc. in which you participate which relate to the job for which you applied:

PROFESSIONAL

PROFESSIONAL

Year

Expiration Date
(date, month, year)

State

Number

LICENSES/CERTIFICATION/REGISTRATION

RELATED SKILLS

Indicate any office equipment with which you are proficient:

Typing Speed:

Indicate computer equipment and software with which you are proficient:

Other:

EDUCATIONAL DATA

TYPE	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE	DEGREE (or) DIPLOMA
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade/ Technical School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Education				<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT HISTORY

Please fill out completely with most recently held positions listed first. Do not omit unrelated work experience. Include military service, if applicable. You may attach an additional page if you have more relevant work history. Resumes are accepted but are not a substitute for this section

Most Recent Employer:	Your Title:	Last Salary:	Work Performed:
Address:	Reason for Leaving:	Date Began: Mo/Yr:	
Telephone Number:	Your Supervisor's Name:	Date Left: Mo/Yr:	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Previous Employer:	Your Title:	Last Salary:	Work Performed:
Address:	Reason for Leaving:	Date Began: Mo/Yr:	
Telephone Number:	Your Supervisor's Name:	Date Left: Mo/Yr:	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Previous Employer:	Your Title:	Last Salary:	Work Performed:
Address:	Reason for Leaving:	Date Began: Mo/Yr:	
Telephone Number:	Your Supervisor's Name:	Date Left: Mo/Yr:	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>

Which of these jobs did you like the best?

What did you like most about this job?

Personal References

Please list the names of three persons not related to you, whom you have known at least one year.

Name:	Address: Street, City, State, Zip Code	Occupation:
Telephone #		
Name:	Address: Street, City, State, Zip Code	Occupation:
Telephone #		
Name:	Address: Street, City, State, Zip Code	Occupation:
Telephone #		

Have you ever been convicted of a crime (excluding parking and petty misdemeanor traffic tickets)? Conviction doesn't necessarily bar you from employment but may be used to direct your interest to areas less related to the area of your conviction. You may answer "No" to this question if the conviction or criminal records thereof have been expunged or sealed, or if you have been pardoned pursuant to law. Yes No

If yes, please describe in full:

Please read and sign the opposite page.

APPLICANT'S STATEMENT

I hereby authorize investigation of all statements contained in this application. I release Maria Hay Forbes Centre Kids Campus Child Care Center from any and all liability resulting from such investigation. I affirm that all information contained in this application is true and complete and that any misrepresentation, falsification, or willful omission herein shall be sufficient reason for dismissal and/or refusal of employment. I understand that employment is subject to satisfactory reference reports, satisfactory completion of a pre-placement assessment, which includes a drug test, after an offer of employment has been made, but prior to commencement of employment and a criminal background study.

I understand that all conditions of employment, including but not limited to, hours, benefits, and salary are subject to change by Maria Hay Forbes Centre Kids Campus Child Care Center at any time without prior notice to employees, subject to its obligations under the terms of any currently effective collective bargaining agreement. I also understand, unless covered by a collective bargaining agreement containing a contrary provision, that employment at MHFC Kids Campus Child Care Center is "at will" employment and may be terminated at any time by either party. I further understand that I am required to abide by all rules, regulations and the "Standards of Service Excellence" of MHFC Kids Campus Child Care Center.

I certify the information provided above is true and complete to the best of my knowledge. I have read and understand the statements in the paragraphs above. By signing here, I am also verifying information on my resume.

Date:

Applicant's Signature:

Thank you for applying for employment with KIDS CAMPUS CHILD CARE CENTER.