

Employee Application

Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Availability

During which hours are you available for volunteer assignments?

- Weekday mornings Weekend mornings
 Weekday afternoons Weekend afternoons
 Weekday evenings Weekend evenings

Interests

Tell us which positions you are interested in applying

- Administration
 Office Work
 Building Engineerer/Janitorial
 Nursery Teacher
 Nursery Assistant Teacher
 Elementary Teacher
 Middle School Teacher
 Executive Caterer
 Documented Experience Classroom Office Support Staff Other _____

Do you have any issues that would prevent you from working?

Do you have reliable transportation?

Do you have any allergies or issues we should be aware of?

Have you ever been convicted of a crime against a child, convicted of a felony or misdemeanor? If so, please expound.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Previous Work Experience

Summarize your previous work experience. Please outline most current first. Use addl space if needed.

--

Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as an employee, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I further acknowledge that submitting this application is not a contract for employment. I further acknowledge that I must undergo a background check.

Name (printed)	
Signature (last 4 social)	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Employees will receive training applicable to education and childcare. Employees are responsible for any fees associated with CPR, CDA and background checks. All other fees will be noted prior to class beginnings.

Your file is complete when we receive the results of your background check, 3 written references, copy of license or state ID, and education verification. Only then will your file be considered.

It is your responsibility to update all records required for employment consideration..

Thank you for completing this application form and for your interest in working with us.