



Employment Application

Date: _____

Position Applied For: ☐ **Preschool** ☐ **After School**

(Please check all that apply) ☐ **Fulltime** ☐ **Part-time**

☐ **Day** ☐ **Evening** ☐ **Substitute**

Name: _____

Last

First

Middle

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email Address: _____

Are you legally eligible for employment in this country? ____ Yes ____ No

Note: If you are hired, you will be required to produce documents about your eligibility for employment in order to complete an I-9 Form.

Employees working some shifts must be at least 18 years of age. Are you at least 18 years of age as of the date of this application? ____ Yes ____ No

Employment History

Please complete all of the following blanks about your employment history even if you do not think the questions relate to the position you seek.

Present/Last Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ May we contact your current employer? ____ Yes ____ No

Dates of employment: From _____ To _____
Month/Year Month/Year

Position or Title: _____

Supervisor's Name & Title: _____

Supervisor's Email Address: _____

Starting Salary: _____ Ending Salary: _____

Describe job duties, responsibilities and important accomplishments: _____

Reason for leaving: _____

Employment History

(continued)

Previous Employer: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: () _____ May we contact your previous employer? __Yes __ No
Dates of employment: From _____ To _____
Month/Year Month/Year
Position or Title: _____
Supervisor's Name & Title: _____
Supervisor's Email Address: _____
Starting Salary: _____ Ending Salary: _____
Describe job duties, responsibilities and important accomplishments: _____

Reason for leaving: _____

Previous Employer: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: () _____ May we contact your previous employer? __Yes __ No
Dates of employment: From _____ To _____
Month/Year Month/Year
Position or Title: _____
Supervisor's Name & Title: _____
Supervisor's Email Address: _____
Starting Salary: _____ Ending Salary: _____
Describe job duties, responsibilities and important accomplishments: _____

Reason for leaving: _____

Educational Background

	Name	City	Dates Attended	Degree
High School				
College				
Graduate				
Other				

If you are presently enrolled in school, what are you studying? _____

List any special skills, training, or knowledge you have for this position and any other achievements you would like considered. _____

References

(Must be 18 years or older, not a relative or your previous supervisor.)

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: (H) _____ (W) _____

Email Address: _____

Relationship: _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: (H) _____ (W) _____

Email Address: _____

Relationship: _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: (H) _____ (W) _____

Email Address: _____

Relationship: _____

In the past seven years, have you been convicted of a crime, other than a misdemeanor traffic violation?
If yes, please explain: _____

Why do you want to be employed by the Kid's Harbor program at Harrisonburg First Church?

Please share a brief testimony about your personal relationship with Jesus Christ. _____

The information given by me to all questions on this application and any attachments are, to the best of my knowledge and belief, true and correct and I have not knowingly withheld any pertinent facts or circumstances. I understand that any omission or misrepresentation of fact in this application may result in refusal of or separation from employment upon discovery thereof. I authorize any references or organizations listed in this application to give you any information they may have regarding my character and fitness for children's work. I authorize Kid's Harbor, Harrisonburg First Church of the Nazarene and their respective agents to solicit background information relative to my criminal history. Should my application be accepted, I agree to adhere to all policies with Kid's Harbor.

Name (please print)

Signature

Date

Please put a check mark beside the hours you are available to work on each day of the week. Please check all that apply. However, do not put a check mark in the category if you are not available for that entire "shift".

Desired Hours Per Week: _____ Minimum _____ Maximum

Mondays _____ 7:15 am – 12:00 pm _____ 12:00 pm – 3:30 pm _____ 3:30 pm – 6:00 pm

Comments: _____

Tuesdays _____ 7:15 am – 12:00 pm _____ 12:00 pm – 3:30 pm _____ 3:30 pm – 6:00 pm

Comments: _____

Wednesdays _____ 7:15 am – 12:00 pm _____ 12:00 pm – 3:30 pm _____ 3:30 pm – 6:00 pm

Comments: _____

Thursdays _____ 7:15 am – 12:00 pm _____ 12:00 pm – 3:30 pm _____ 3:30 pm – 6:00 pm

Comments: _____

Fridays _____ 7:15 am – 12:00 pm _____ 12:00 pm – 3:30 pm _____ 3:30 pm – 6:00 pm

Comments: _____