

First Presbyterian Child Care Center

Application for Employment

Personal Information

Incomplete information could disqualify you from further consideration

Legal First Name: _____ Middle Initial: _____ Last Name: _____

Preferred Name/Nick Name: _____

Maiden Name or other names you are/were known by: _____

Street Address: _____

City, State, Zip: _____

E-mail Address: _____

Home Phone: _____ Cell Phone: _____

Are you eligible to work in the U.S. without
restriction and without an employer sponsor? _____ Yes _____ No

Are you at least 18 years or older? _____ Yes _____ No
(If no, you may be required to provide authorization to work.)

During the last ten years, have you ever been convicted
of a crime other than minor traffic offense? _____ Yes _____ No
(A conviction will not necessarily automatically disqualify you for employment)

Have you ever been terminated from employment or asked
to resign by an employer? _____ Yes _____ No
If Yes, please provide details

Are you able to perform the essential functions of the job
for which you are applying, with or without a
reasonable accommodation? _____ Yes _____ No

Employment Desired

Position you are applying for: _____

If you are currently employed, may we contact
your current employer? _____ Yes _____ No

Full Time or Part Time? _____

Date you can start: _____

How did you hear about this job opportunity? (Advertisement, Referral, Other) _____

Please provide detail: _____



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Education	City/State	#of Years	Degree	Major
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High School: _____ Yes _____
No _____
College/University: _____ Yes _____
No _____
Trade/Business School: _____ Yes _____
No _____

Employment History

Include your last seven (7) years or employment history, including previous employment, starting with the most recent and working backwards in time. Incomplete information could disqualify you from further consideration.

Start Date: _____ End Date: _____

Job Title: _____ Hourly Rate/Annual Salary: _____

Company Name: _____ Supervisor's Name: _____

Summarize job responsibilities: _____

Reason for leaving: _____

Start Date: _____ End Date: _____

Job Title: _____ Hourly Rate/Annual Salary: _____

Company Name: _____ Supervisor's Name: _____

Summarize job responsibilities: _____

Reason for leaving: _____

Start Date: _____ End Date: _____

Job Title: _____ Hourly Rate/Annual Salary: _____

Company Name: _____ Supervisor's Name: _____

Summarize job responsibilities: _____

Reason for leaving: _____



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Additional Skills or Training

List any additional skills, certifications, licenses or training that qualify you for this position. Include computer, office equipment and other technical skills that may be relevant.

Professional References

Give the names of three persons not related to you, whom you have known and worked with for at least three (3) years.

<u>Name</u>	<u>Phone</u>	<u>E-mail</u>	<u>Years Acquainted</u>

Applicants Acknowledgement

Please read carefully before signing.

This application is for employment with First Presbyterian Church Child Care Center. I certify that all of the information given in this statement is true, accurate, and complete to the best of my knowledge and is made in good faith. I understand that misrepresentation or omission of facts may be grounds for not employing me or cause for dismissal after I begin employment. First Presbyterian Church has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me. I authorize the company to secure a motor vehicle record if my job requires any driving and understand that a valid driver's license and good driving record will be required if the position requires driving a motor vehicle.

I understand and agree that this statement does not constitute an employment contract of any kind or an offer or promise of employment and that any offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. I understand that if I become employed by First Presbyterian Church, I will be an employee at will. As such, I may resign my employment at any time at my discretion and First Presbyterian Church may terminate my employment at any time, with or without cause and with or without prior notice. I agree to submit proof of my legal status to work in the United States. I understand that First Presbyterian Church's consideration of my employment and any offer of employment are contingent upon satisfactory completion of a background check. This application and material accompanying it shall become the sole property of First Presbyterian Church.

By providing my signature below, I certify that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: _____

Date: _____



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