



# APPLICATION FOR EMPLOYMENT

**PERSONAL INFORMATION**

|            |             |                     |
|------------|-------------|---------------------|
| Last Name  | First Name  | Middle Name/Initial |
| Address    | City/State  | Zip                 |
| Home Phone | Other Phone | E-Mail              |

Date of Application \_\_\_\_\_ Position Applied For \_\_\_\_\_ Have you ever been convicted of a felony? Yes [ ] No [ ]

**EDUCATION**

|                    |                 |                                       |
|--------------------|-----------------|---------------------------------------|
| High School        |                 | Degree/Diploma/Highest Year Completed |
| College/University | Course of Study | Degree/Diploma/Highest Year Completed |
| College/University | Course of Study | Degree/Diploma/Highest Year Completed |
| College/University | Course of Study | Degree/Diploma/Highest Year Completed |

**REFERENCES**

|      |           |              |             |  |
|------|-----------|--------------|-------------|--|
| Name | Telephone | Relationship | Years Known |  |
| Name | Telephone | Relationship | Years Known |  |
| Name | Telephone | Relationship | Years Known |  |

**MEDICAL HISTORY**

Do you have any impairment (physical, mental, or medical) that would interfere with your ability to perform the job for which you are applying?

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**CERTIFICATIONS/SPECIAL TRAINING**

Childcare training you have completed in the last three years (such as First Aid, CPR, CDA, etc.)

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**LICENSING**

Do you currently have a driver's license? Yes [ ] No [ ] C.D.L.? Yes [ ] No [ ] A "for hire" endorsement? Yes [ ] No [ ]

If no to above, would be willing to obtain a driver's license? Yes [ ] No [ ] C.D.L.? Yes [ ] No [ ] A "for hire" endorsement? Yes [ ] No [ ]

**WORK HISTORY**

List childcare experience before other work experience, with most recent first.

|                       |            |                     |                            |
|-----------------------|------------|---------------------|----------------------------|
| Company/Business Name | Address    | Telephone           | Supervisor                 |
| Job Title             | Start Date | End Date            | How long in this position? |
| # Hours Per Week      | Salary     | Reason for leaving? | May we contact employer?   |
| Duties:               |            |                     |                            |

|                       |            |                     |                            |
|-----------------------|------------|---------------------|----------------------------|
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| Duties:               |            |                     |                            |

|                       |            |                     |                            |
|-----------------------|------------|---------------------|----------------------------|
| Company/Business Name | Address    | Telephone           | Supervisor                 |
| Job Title             | Start Date | End Date            | How long in this position? |
| # Hours Per Week      | Salary     | Reason for leaving? | May we contact employer?   |
| Duties:               |            |                     |                            |

**Note:**

If hired for employment by Fannie Battle Day Home For Children, Inc. , you must obtain a medical exam and supply a recent TB test. You are required to assume responsibility for any exams, tests or related costs.

**Disclosure:**

I certify that I have given true, accurate, and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration, and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information of documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action, or dismissal if I should be employed, and/or criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Do not write below this line**

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

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