

◆ Application For Employment ◆

Heidi's House Child Care Center

Personal Information

Last Name	First	Middle	Date
Street Address			Home Telephone ()
City, State, Zip			Business Telephone ()
Have you ever applied for employment with us? ___ Yes ___ No If not, what hours can you work? _____			Social Security #
Are you legally eligible for employment in the United States?			Pay Expected
Other special training or skills (language, machine operation, etc.)			Will you work overtime if asked? ___ Yes ___ No
How were you referred to our Company?			When will you be available to begin work?
Have you ever been convicted of a felony? ___ Yes ___ No If yes, please explain:			Position Desired
Do you have any relatives who are presently or have formerly been employed by our Company?			

Education

School	Name and Location of School	Course of Study	Years Completed	Did you Graduate	Year of Degree Diploma
Graduate					
College					
Business/Trade/Technical					
High School					
Elementary					

Employment Information

Company Name	Telephone ()
Address	Employed-(State month and year) From To
Name of Supervisor	Weekly pay Start Last
State Job Title and Describe Your Work	Reason for Leaving

Company Name	Telephone ()
Address	Employed-(State month and year) From To
Name of Supervisor	Weekly pay Start Last
State Job Title and Describe Your Work	Reason for Leaving

Company Name	Telephone ()
Address	Employed-(State month and year) From To
Name of Supervisor	Weekly pay Start Last
State Job Title and Describe Your Work	Reason for Leaving

Company Name	Telephone ()
Address	Employed-(State month and year) From To
Name of Supervisor	Weekly pay Start Last
State Job Title and Describe Your Work	Reason for Leaving

Please list any employers you do not want us to contact and your reason for the exclusion. We will contact all of the employers listed on this application unless you specifically exclude them below.

Employer's Name	Reason
Employer's Name	Reason

Reference Check Please do not include relatives or former employers

Name	
Address	
Telephone	Years Known
Occupation	

Name	
Address	
Telephone	Years Known
Occupation	

Name	
Address	
Telephone	Years Known
Occupation	

Signature

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If you decided to engage an investigative consumer reporting agency to report on my credit and personal history I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

Date

Signature

Credentials or Certificates Held

List courses of study or training earned in Early Childhood Education, Child Development, and Elementary Education _____

Professional Affiliations

To be considered for a position here at Heidi’s House you must have a minimum of an Associates Degree in Early Childhood Education or related field. Volunteers do not have to have the same credentials, although we do want to see that they have worked with children in the past or are looking to work with children. A background check is done on all employees and volunteers.

Interview Results For Office Use Only

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.