**Employment Application Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | | | |  | | | | | | | | | | First | |  | | | | | | | | M.I. | | | Date | |  | | | |
| Street Address | | | | | |  | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | | | |  | | | |
| City |  | | | | | | | | | | | | | | | State |  | | | | | | | | ZIP | |  | | | | | | |
| Phone |  | | | | | | | | | | | | | | | E-mail Address | | |  | | | | | | | | | | | | | | |
| Date Available | | | | | |  | | | | | | | Social Security No. | | | |  | | | | | | Desired Salary | | | | |  | | | | | |
| Position Applied for | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employment desired | | | | | | | Full-Time Only ☐ | | | | | Part-Time Only ☐ | | | | | Full- or Part-Time ☐ | | | | | | | Number of hours per week? | | | | | | |  | | |
| Are you a citizen of the United States? | | | | | | | | | | | | YES ☐ | | NO ☐ | | | If no, are you authorized to work in the U.S.? | | | | | | | | | | | | YES ☐ | | | NO ☐ | |
| Have you ever worked for this company? | | | | | | | | | | | | YES ☐ | | NO ☐ | | | If so, when? | | |  | | | | | | | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | | | | | | | YES ☐ | | NO ☐ | | | If yes, explain | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education AND/OR TRAINING | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School | | |  | | | | | | | | | | | Address | | |  | | | | | | | | | | | | | | | | |
| From | | | |  | | | | | To |  | | | | Did you graduate? | | | | YES ☐ | | | NO ☐ | | | | | If No, Years Completed? | | | | | | |  |
| College | |  | | | | | | | | | | | | Address | | |  | | | | | | | | | | | | | | | | |
| From | | |  | | | | | | To |  | | | | Degree | | |  | | | | | | | | | | | | | | | | |
| Did you graduate? | | | | | | | | YES ☐ | | | NO ☐ | | | If No, Credit Hours Completed? | | | | | | | |  | | | | | | | | | | | |
| College | |  | | | | | | | | | | | | Address | | |  | | | | | | | | | | | | | | | | |
| From | | |  | | | | | | To |  | | | | Degree | | |  | | | | | | | | | | | | | | | | |
| Did you graduate? | | | | | | | | YES ☐ | | | NO ☐ | | | If No, Credit Hours Completed? | | | | | | | |  | | | | | | | | | | | |
| Other | |  | | | | | | | | | | | | Address | | |  | | | | | | | | | | | | | | | | |
| From | | |  | | | | | | To |  | | | | Degree | | |  | | | | | | | | | | | | | | | | |
| Did you graduate? | | | | | | | | YES ☐ | | | NO ☐ | | | If No, Credit Hours Completed? | | | | | | | |  | | | | | | | | | | | |
| Other | |  | | | | | | | | | | | | Address | | |  | | | | | | | | | | | | | | | | |
| From | | |  | | | | | | To |  | | | | Degree | | |  | | | | | | | | | | | | | | | | |
| Did you graduate? | | | | | | | | YES ☐ | | | NO ☐ | | | If No, Credit Hours Completed? | | | | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| Previous Employment Please record last position first. [Note: Failure to accurately account for all periods during the last seven years may lead to your application not being considered. If omissions or falsifications are discovered subsequent to your employment, these will be sufficient cause for discharge.] | | | | | | | | | | | | | | | | | | |
| Company | | |  | | | | | | | | Phone |  | | | | | | |
| Address | |  | | | | | | | | | Supervisor | |  | | | | | |
| Job Title | |  | | | | | | | Starting Salary | | $ | | | Ending Salary | | | | $ |
| Responsibilities | | | |  | | | | | | | | | | | | | | |
| From |  | | | To | |  | | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | YES ☐ | NO ☐ |  | | | | | | |
| Were you unemployed between positions? | | | | | | | | | | YES ☐ | NO ☐ | How long? Why? | | | | | | |
| Company | | |  | | | | | | | | Phone |  | | | | | | |
| Address | |  | | | | | | | | | Supervisor | |  | | | | | |
| Job Title | |  | | | | | | | Starting Salary | | $ | | | Ending Salary | | | | $ |
| Responsibilities | | | |  | | | | | | | | | | | | | | |
| From |  | | | To | |  | | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | YES ☐ | NO ☐ |  | | | | | | |
| Were you unemployed between positions? | | | | | | | | | | YES ☐ | NO ☐ | How long? Why? | | | | | | |
| Company | |  | | | | | | | | | Phone |  | | | | | | |
| Address | |  | | | | | | | | | Supervisor | |  | | | | | |
| Job Title | |  | | | | | | | Starting Salary | | $ | | | Ending Salary | | | | $ |
| Responsibilities | | | |  | | | | | | | | | | | | | | |
| From |  | | | To | |  | | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | YES ☐ | NO ☐ |  | | | | | | |
| Were you unemployed between positions? | | | | | | | | | | YES ☐ | NO ☐ | How long? Why? | | | | | | |
| Have you ever been asked to resign, or fired for cause? | | | | | | | | | | YES ☐ | NO ☐ | If so, why? | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Military Service | | | | | | | | | | | | | | | | | | |
| Branch | |  | | | | | | | | | | | From | |  | To |  | |
| Rank at Discharge | | | | |  | | | | | | | | Type of Discharge | | | | |  |
| If other than honorable, explain | | | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **ADDITIONAL QUALIFICATIONS** (Use this space for additional information) | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- |
| References | | | | |
| *Please list three professional references.* | | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone |  | |
| Address |  | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone |  | |
| Address |  | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone |  | |
| Address |  | | | |

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| Disclaimer and Signature | | | |
| I certify that my answers are true and complete to the best of my knowledge.  I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give representatives of Discovery Children’s Center permission to contact schools, previous employers (unless otherwise indicated), and references.  If employed, I understand that Discovery Children’s Center reserves the right to modify or terminate my employment at any time, with or without cause, and without prior notice. I further understand that employment may be based on the successful passing of job-related physical examinations and background investigation. I further understand that the duration, hour, nature, compensation, and benefits of my employment may be changed or modified from time to time without limitation or condition. I understand that no representative of the agency has any authority to make any assertions to the contrary. I hereby agree to abide by all policies and procedures of this agency which govern appearance and performance.  Discovery Children’s Center is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with this agency depends solely on your qualifications for the position under consideration. | | | |
| Signature |  | Date |  |