|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **<Name of Child Care Center>** <Address> <Address> <Telephone Number> <Website Address> | | | | | | | |  | |  | | | | |  |  |  |
| **Child Care Employment Application** | | | | | | | | |  |
|  |
|  |
|  |
|  | | | | | | | | | | | | | | | | | | | | |
|  | **PERSONAL INFORMATION** | | | | | | | | | | | | | | | | | | |  |
|  | LAST NAME | | | FIRST NAME | | | MIDDLE NAME | | | | | | | | | POSITION APPLYING | | | |  |
|  | Smith | | | John | | | Johnson | | | | | | | | | Nursery Teacher | | | |  |
|  | COMPLETE ADDRESS | | | | | | | | | | | | | | | | | | |  |
|  | 8213 Lakeview Dr., Schenectady, NY 12302 | | | | | | | | | | | | | | | | | | |  |
|  | PRIMARY CONTACT NO. | | | | SECONDARY CONTACT NO. | | | | | EMAIL ADDRESS | | | | | | | | | |  |
|  | <Telephone No.> | | | | <Telephone No.> | | | | | johnsmith@domain.com | | | | | | | | | |  |
|  | If Classroom Position, Age Group Preferences (if any) | | | | | | | | | | | | | | | | | | |  |
|  |  No Preference | | | | |  Infants / Toddlers | | | | | | | | |  Two's / Three's | | | | |  |
|  |  Pre-School | | | | |  Multi-Age | | | | | | | | |  School-Age | | | | |  |
|  | Location Preferences (if any) | | | | | | | | | | | | | | | | | | |  |
|  |  No Preference | | | | |  Administration | | | | | | | | |  Accounting | | | | |  |
|  |  Maintenance | | | | |  <Branch 1> | | | | | | | | |  <Branch 2> | | | | |  |
|  |  <Branch 3> | | | | |  <Branch 4> | | | | | | | | |  <Branch 5> | | | | |  |
|  | Would you prefer:  Full Time  Part Time  No Preference | | | | | | | | | | | | | If Part Time:  AM  PM | | | | | |  |
|  | Have you ever filed an application with us before?  Yes  No | | | | | | | | | | | | | | | | | | |  |
|  | If Yes, give date of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | |  |
|  | Have you ever been employed with us before?  Yes  No | | | | | | | | | | | | | | | | | | |  |
|  | On what date would you be available to start working: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | |  |
|  | Have you ever been convicted of a crime other than a minor traffic incident?  Yes  No | | | | | | | | | | | | | | | | | | |  |
|  | If Yes, please explain: | | | | | | | | | | | | | | | | | | |  |
|  | Not applicable | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  | **WORK EXPERENCES SIMILAR TO POSITION APPLYING FOR** *(Last 3 latest only)* | | | | | | | | | | | | | | | | | | |  |
|  | Company | | | | | | | Date (Year) | | | | | | | | | Reason for Leaving | | |  |
|  | From | | | | To | | | | |  |
|  | <Company Name> | | | | | | | <YYYY> | | | | <YYYY> | | | | | <Reason for Leaving> | | |  |
|  |  | | | | | | |  | | | |  | | | | |  | | |  |
|  |  | | | | | | |  | | | |  | | | | |  | | |  |
|  |  | | | | | | |  | | | |  | | | | |  | | |  |
|  | **EDUCATION** *(most recent)* | | | | | | | | | | | | | | | | | | |  |
|  | Level | School | | | | | | | Date (Year) | | | | | | | | Degree | | |  |
|  | From | | | | To | | | |  |
|  | <Level> | <School Name> | | | | | | | <YYYY> | | | | <YYYY> | | | | <Degree> | | |  |
|  |  |  | | | | | | |  | | | |  | | | |  | | |  |
|  |  |  | | | | | | |  | | | |  | | | |  | | |  |
|  |  |  | | | | | | |  | | | |  | | | |  | | |  |
|  | | | | | | | | | | | | | | | | | | | | |