|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **<Name of Child Care Center>**<Address><Address><Telephone Number><Website Address> |  |  |  |  |  |
| **Child CareEmployment 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> |  |
|  |  |  |  |  |  |  |
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