|  |  |
| --- | --- |
| ACCC-Logo | Antioch Child Care Centers |

# Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available: |  | Social Security No.: |  | Desired Salary: | $ |

|  |  |
| --- | --- |
| Position Applied for: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If offered a position when can you report for work? | | | |  |  | | --- | --- | |  |  | | | |
| Are you a citizen of the United States? | YES | NO | If no, are you authorized to work in the U.S.? | YES | NO |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| If hired can you show proof of your legal right to work in the U.S.? | YES | NO |  | |  |  | | --- | --- | | If no, explain: |  | |
|  |  |  |  | |
| Have you ever been dismissed or asked to resign from any position? | YES | NO | |  |  | | --- | --- | | If yes, explain: |  | | |
|  |  |  |  | |
| Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment? | YES | NO | |  |  | | --- | --- | | If yes, explain: |  | | |
| (A yes answer to the above question does not necessarily disqualify an applicant from employment) | | | | |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Diploma: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Degree: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Degree: |  |
|  |  |  |  |  |  |  |  |  |

## References

Please list three professional references.

|  |  |  |
| --- | --- | --- |
| Full Name | Phone | Relationship |
|  |  |  |
|  |  |  |
|  |  |  |

## Employment

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Current** Employer: |  | | | | | | | | | | Phone: |  | |
| Address: |  | | | | | | | | | | Supervisor: |  | |
| Job Title: |  | | | | | Starting Salary: | | | $ | | Ending Salary: | | $ |
| Responsibilities: | | |  | | | | | | | | | | |
| From: | |  | | To: |  | | Reason for Leaving: | | | |  | | |
| May we contact your current supervisor for a reference? | | | | | | | | YES | | NO |  | | |
|  | | | | | | | |  | |  |  | | |
|  | | | | | | | |  | |  |  | | |
| **Previous** Employer: |  | | | | | | | | | | 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 |  | | |
|  | | | | | | | |  | |  |  | | |
|  | | | | | | | |  | |  |  | | |
| **Previous** Employer: |  | | | | | | | | | | 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 |  | | |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I authorize investigation of all statements herein recorded. I release from liability all persons and organizations reporting information required by this application.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |