

Application for Employment

(Fully complete both sides of form)

Date of Application

Please Print

Social Security Number		Last Name		First Name		Middle Name	
Address (street number and name)				City		County	
State	Zip Code	Phone (home or where you can be reached)				Business Phone	

Position Applied For: _____

Date of Birth: ____/____/____ N.C. Driver's License Number _____
month day year

Have you ever been convicted of breaking a law other than a minor traffic violation? (The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.)

☐ YES ☐ NO If yes, give the date and explain fully on an additional piece of paper if more space is needed

Education

Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4

Schools	Name and Location	Dates Attended	Course of Study	Degree/Diploma
High School		to		
College or University		to		
		to		
		to		
		to		
		to		
Graduate or Professional		to		
		to		
Educational, Vocational Schools, etc.		to		
		to		
		to		
		to		

Childcare training you have completed in the last three years (such as first aid, CPR, CDA, etc.)

References

List the names, addresses and phone numbers of two people we may contact as references:

Work History
(List child care/early childhood experience first.)

Current or Last Employer			Address		
Job Title			Supervisors Name		No. Supervised by you
Date Employed (mo/yr)	Starting Salary \$ per	Ending Salary \$ per	Reason for leaving	May we contact employer yes no	
Date Separated (mo/yr)			Duties:		
Full Time	Years	Months			
Part Time	Years	Months			
If part time, number of hours per week					

Current or Last Employer			Address		
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Full Time	Years	Months			
Part Time	Years	Months			
If part time, number of hours per week					

Current or Last Employer			Address		
Job Title			Supervisors Name		No. Supervised by you
Date Employed (mo/yr)	Starting Salary \$ per	Ending Salary \$ per	Reason for leaving	May we contact employer yes no	
Date Separated (mo/yr)			Duties:		
Full Time	Years	Months			
Part Time	Years	Months			
If part time, number of hours per week					

I certify that I have give true, accurate, and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration, and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigations of all statements made in this application and understand that false information of documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action, or dismissal if I am employed, and (or) criminal action. I further understand that dismissal on unemployment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

Signature of Applicant _____ Date _____