

Date of Hire: _____

Date of Separation: _____

Position: _____

This top section to be filled out by office

**SPRING-MAR COOPERATIVE PRESCHOOL
EMPLOYMENT APPLICATION**

Position Applied For: _____

Date Available: _____

Full Time/Part Time: _____

Desired Salary: _____

PERSONAL:

Name: _____
LAST FIRST MIDDLE

Address: _____ Home Phone: _____
Street
City State Zip Work Phone: _____

Are you 18 years or older? Yes ___ No ___ If no, please state age: _____

Do you have any medical condition(s) which may interfere with fulfilling the responsibilities of the position for which you are applying? Yes ___ No ___
If so, please explain:

Have you ever been convicted of a felony, barrier crime or subject of a founded Child Protective Service complaint? Yes ___ No ___ If yes, please explain _____

Employment requires Criminal Background Clearances. Is this acceptable to you?
Yes ___ No ___

In case of emergency, please notify:

Name

Address (City, State, Zip)

Phone

Relationship

DISCLOSURE: Before driving a vehicle to transport children, I realize that I am required to disclose any moving traffic violation that occurred five years prior to or during employment or assignment as a driver.

SIGNATURE

DATE

EDUCATION AND TRAINING:

1. Name and location of high school: _____
Highest grade completed: _____ Date of graduation or GED: _____
2. Name and location of College/University: _____
Dates attended: _____ Number of years completed: _____
Degree(s) earned: _____
3. Name and location of College/University: _____
Dates attended: _____ Number of years completed: _____
Degree(s) earned: _____
4. Name and location of College/University: _____
Dates attended: _____ Number of years completed: _____
Degree(s) earned: _____
5. Additional training or certification that would be helpful in evaluating your application: _____

EXPERIENCE:

Begin with the current or most recent employment (including military experience). Use additional paper if necessary.

1. Position: _____ Dates: From _____ To _____
Employer: _____ Full Time _____ Part Time _____
Address: _____ Job duties: _____

Phone: _____
Immediate Supervisor: _____ Reason for leaving: _____
Salary: From _____ To _____
May we contact your present employer? _____

2. Position: _____ Dates: From _____ To _____
Employer: _____ Full Time _____ Part Time _____
Address: _____ Job duties: _____

Phone: _____
Immediate Supervisor: _____ Reason for leaving: _____
Salary: From _____ To _____
3. Position: _____ Dates: From _____ To _____
Employer: _____ Full Time _____ Part Time _____
Address: _____ Job duties: _____

Phone: _____
Immediate Supervisor: _____ Reason for leaving: _____
Salary: From _____ To _____
4. Position: _____ Dates: From _____ To _____
Employer: _____ Full Time _____ Part Time _____
Address: _____ Job duties: _____

Phone: _____
Immediate Supervisor: _____ Reason for leaving: _____
Salary: From _____ To _____

Please describe any volunteer work or other experience related to child care:

REFERENCES:

1. Name: _____ Title: _____ Relationship: _____
Company: _____ Phone: (W) _____
Address: _____ (H) _____
2. Name: _____ Title: _____ Relationship: _____
Company: _____ Phone: (W) _____
Address: _____ (H) _____
3. Name: _____ Title: _____ Relationship: _____
Company: _____ Phone: (W) _____
Address: _____ (H) _____
4. Name: _____ Title: _____ Relationship: _____
Company: _____ Phone: (W) _____
Address: _____ (H) _____

I understand that I will be required to submit written information to demonstrate that I possess the education, orientation training, staff development, certification, and experience required by the job position.

I hereby certify that the information given in this application is true and complete to the best of my knowledge.

Signature

Date

(04/23)