

# A Gift from Heaven Academy

## Application for Employment

IMPORTANT!! FILL OUT EACH SECTION COMPLETELY... MISSING INFORMATION/DATES  
PHONE NUMBERS, ETC. WILL ELIMINATE THE APPLICATION FROM CONSIDERATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Hm. Phone: \_\_\_\_\_ Wk. Phone: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Birth date: \_\_\_\_\_

IN CASE OF EMERGENCY NOTIFY:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### EMPLOYMENT DESIRED

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Are you employed? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Ever applied to this company before? \_\_\_\_\_ When? \_\_\_\_\_

Do You Have A Current & Cleared Fingerprint Background Check? \_\_\_\_\_ (If, so, attach a copy)

Are you in all respects able to perform the job duties for which you are applying? \_\_\_\_\_

If no, please explain:

\_\_\_\_\_

Previous experience working with children in a group:

INDICATE AGES OF CHILDREN, YOUR DUTIES, DATES, SPECIAL SKILLS, ETC.

\_\_\_\_\_

\_\_\_\_\_

Give a brief statement of why you feel you are qualified to work in child care: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have current CPR & First Aid Training? \_\_\_\_\_ If yes, give expiration date: \_\_\_\_\_

Fire Safety training in the last three years? \_\_\_\_\_ If yes, give expiration date: \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ If yes, give number & class: \_\_\_\_\_

Do you have a criminal record? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Have you ever been shown by credible evidence, e.g., a court order or injury, a department investigation or other reliable evidence to have abused, neglected or deprived a child or adult; or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct? YES NO

If yes, explain:

Do you understand and agree that as a child care worker you are required by the State Licensing regulations to attend child care classes each year? YES NO

TEN YEAR WORK HISTORY

LIST BELOW EMPLOYERS OVER THE LAST TEN YEARS, STARTING WITH THE LAST ONE FIRST, IF YOU HAVE BEEN UNEMPLOYED DURING ANY TIME WITHIN THE PAST TEN YEARS, LIST HOW YOU SPENT YOUR TIME, ex: student, housewife, unemployed, etc. WE MUST HAVE A FULL TEN YEARS!

Dates: MM/YY	Employer's Name and Address	Salary	Position	Reason Left?
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

Education:	Address of School	Dates Attended	Date Graduated	Type Degree
High School Name:				
College Name:				
Trade School Name:				
Other:				

- **Verification of credential\degree will be required upon interview**

REFERENCES:

Give below the names of three persons, not related to you, whom you have know at least 3 years

Name	Address/Phone	Business	Years Known

*I authorized the above named individuals to provide employees of "A Gift from Heaven Academy." information about my work history, salaries, attendance record, reason for leaving, etc. in consideration of my application for employment.*

*I authorized investigation of all statements contained in this application; I understand that misrepresentation or omission of facts called for can be cause for immediate dismissal. I understand that my employment is for no definite period of time and, regardless of date of payment of wages or salary. I may be terminated at anytime without notice, I certify that all information provided by me is true.*

Name of Applicant (print) \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_