

Application for Employment

First Baptist Church of Saks Child Development Center

Applications are received and employees are hired without regard to race, creed, color, sex, age, national origin, marital status.
The receipt of this application does not mean that job openings exist or does not obligate us in any way.

We appreciate your interest in our Center.

You may attach any additional information to the back of this form

PLEASE PRINT ALL INFORMATION.

Date _____

PERSONAL INFORMATION

Name _____
Last
First
Middle
Maiden

Address _____ Home Phone _____
Street
City/State
Zip Code

How long have you lived at above address? _____ Cell Phone _____

EMPLOYMENT INFORMATION

We cannot hire anyone under the age of 19 Are you over the age of 18 () yes () no

Driver's License# _____ State issued license _____

Position(s) applying for- circle all that apply Teacher Lead Teacher Cook Director

First available work date _____ Hours available to work _____ until _____

Type of employment: () Full time () Part Time () Temporary

Have you ever applied for a job with us before _____ Have you ever worked for us before? _____

Have you ever been convicted of any crime other than a minor traffic violation () yes () no

If yes, state date, court and place where offense occurred _____

Have you ever been discharged or requested to resign from a position () yes () no

If yes, explain _____

Does your present employer know of your plans to change employment _____ If yes, explain _____

How much time have you lost from work during this past year _____

Do you have any personal responsibilities/problems that may affect your daily attendance () yes () no

If yes, explain _____

EDUCATION INFORMATION

Schooling	Years Completed	Degree/Major	Name of School	Location	Did you Graduate?
High School					
G.E.D.					
College					
Graduate					
Other					

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with children _____

CHILDCARE TRAINING

List all courses, workshops, conferences related to Child Development, Early Childhood Education and administration/management of Day Care Centers. Attach additional pages if necessary.

Title of Course or Workshop	Sponsor	Location	Year	Credit Hours

Have you had CPR training _____ Date on Certificate: _____

EMPLOYMENT HISTORY (Begin with your present or most recent job)

1) Name of Employer _____ Your Position/Title _____
Address _____ Phone # _____
Name of Immediate Supervisor _____ Monthly salary/Hourly rate _____
Date of employment: From _____ To _____ Work Duties; _____
Reason for leaving _____

2) Name of Employer _____ Your Position/Title _____
Address _____ Phone # _____
Name of Immediate Supervisor _____ Monthly salary/Hourly rate _____
Date of employment: From _____ To _____ Work Duties; _____
Reason for leaving _____

3) Name of Employer _____ Your Position/Title _____
Address _____ Phone # _____
Name of Immediate Supervisor _____ Monthly salary/Hourly rate _____
Date of employment: From _____ To _____ Work Duties; _____
Reason for leaving _____

Should the Center want to contact your present employer for a reference, would you have any objections
If no, explain _____

CHURCH AFFLIATION

Current Church you actively attend _____ Member? _____
Denomination _____ Address of Church _____
List your church activities _____

If you do not have a church home, would you be interested in being contacted by someone from First Baptist Church of Saks _____ Have you ever accepted Jesus Christ as your Savior _____
If yes, please share a short testimony about your present relationship with Jesus _____

HEALTH

How would you describe your general health _____
Hearing _____ Eyesight _____
Do you have any physical problems that would interfere with you working with young children, walking up/downstairs, or spending time outside _____
Are you able to lift 50 pounds if necessary _____

Before being hired you will be required to supply us with a Medical Release to work in a child care setting and provide us with record of a TB test in the last two years

PERSONAL REFERENCES

A minister from your church may be listed as one of your references. Do not list relatives or present employees of First Baptist Church of Saks Child Development Center

- 1. Name _____ Address/Phone _____
Occupation _____ Years Acquainted _____
- 2. Name _____ Address/Phone _____
Occupation _____ Years Acquainted _____
- 3. Name _____ Address/Phone _____
Occupation _____ Years Acquainted _____

APPLICANT'S STATEMENT-READ CAREFULLY

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. I understand that employment at this organization is "at will", and includes no guarantee, contract, or promise of employment for any specified length of time. I further understand that a criminal record check and an Abuse/Neglect check may be conducted on me, and I consent to any such check.

I authorize the use on an information in this application and any attached supplements to verify my statements, and I authorize the past employers, schools, churches, all references, and any other persons or organizations, whether or not identified in this application, to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

Signature of Applicant _____ Date _____