

THE HOUSATONIC CHILD CARE CENTER, INC.

Employment Application

An Equal Opportunity Employer

Personal Information			
Last Name	First Name	Middle Name	Day Phone Number (Include Area Code) ()
Current Mailing Address (Street, City, State and Zip Code)			Evening Phone Number (Include Area Code) ()
Permanent Mailing Address (Street, City, State and Zip Code) If Different From Above			Social Security Number
Are You 18 Or Over? Yes No	Date of Birth / /	Email Address	Are You Legally Authorized To Work In The U.S.? Proof Will Be Required. Yes No

Job Applied For		
For What Type Of Job Are You Applying? List Up To 3. 1. _____ 2. _____ 3. _____	Are you interested in: Full Time Part Time Summer	Salary Desired Date Available
Have You Ever Been Convicted, Pled Guilty Or No Contest To A Misdemeanor Or Felony? (Omit Minor Parking Violations) Have you been convicted of any sex related or child abuse crimes? No Yes (Provide Dates and Explanation)* _____		
* A conviction will not necessarily disqualify you from employment. Applicants with a conviction record who are denied employment may request a written explanation concerning the denial. A sex related or abuse offense crime will disqualify this application.		
Have You Worked For The Day Care Center Before? No Yes _____ Dates and Reason for Leaving _____		
Source of Referral Advertisement _____ Friend _____ Other _____		

Work History (Include Volunteer And Self-Employment)					
Current Or Most Recent Employer			Are You Presently Employed? No Yes May We Contact Your Present Employer? No Yes		
Address (Street, City, State and Zip Code)			Phone Number ()		Manager's Name
Dates Employed / / to / / Mo. Yr. Mo. Yr.		Type of Business	Salary or Wage	Hrs Per Week	Job Title
Reason for Leaving or Seeking Change of Position					
1 st Previous Employer			Reason for Leaving or Seeking Change of Position		
Address (Street, City, State and Zip Code)			Phone Number ()		Manager's Name
Dates Employed / / to / / Mo. Yr. Mo. Yr.		Type of Business	Salary or Wage	Hrs Per Week	Job Title
2 nd Previous Employer			Reason for Leaving or Seeking Change of Position		
Address (Street, City, State and Zip Code)			Phone Number ()		Manager's Name
Dates Employed / / to / / Mo. Yr. Mo. Yr.		Type of Business	Salary or Wage	Hrs Per Week	Job Title

As an equal opportunity employer, the Day Care Center does not discriminate in hiring or employment on the basis of race, color, religion, creed, national origin, citizenship status, sex, age, marital status, disability, or veteran status. No question on the application is intended to secure information about these subjects.

3 rd Previous Employer		Reason for Leaving or Seeking Change of Position		
Address (Street, City, State and Zip Code)		Phone Number ()		Manager's Name
Dates Employed Mo. / Yr. to Mo. / Yr.	Type of Business	Salary or Wage	Hrs Per Week	Job Title
If you have been unemployed for a period of 3 or more consecutive months within the past 5 years, please provide the dates of unemployment and an explanation below:				

Education and Licenses

High School Name		City and State		
High School Diploma or GED? No Yes Year ____	If No, Circle Highest Yr. Completed 8 9 10 11 12	Dates Attended Mo. / Yr. to Mo. / Yr.		
Advanced Education (College, University, Vocational, Technical)		City and State		
Did You Graduate? No Yes Year ____ Degree ____		Dates Attended Mo. / Yr. to Mo. / Yr.		
List Any Licenses You Have Which Would Be Useful In Evaluating Your Qualifications For The Position You Are Seeking				
(Answer The Following Questions Unless You Have Been Told That You Will Not Use A Motor Vehicle For Day Care Center Business).				
Have You Had Any Motor Vehicle Accidents Within The Past 3 Years? No Yes Year ____ Please explain:				
Have You Been Found Guilty Of Motor Vehicle Violations Within The Past 3 Years? (Omit Minor Parking Violations) No Yes Year ____ Please explain:				
Do You Hold A Driver's License In Good Standing? No Yes State: License Number:				

Authorization and Acknowledgement

I certify that all information I have given on this application, including the attached resume, if any, is accurate and complete to the best of my knowledge. I understand that consideration for employment is contingent upon the results of reference and background reviews, and that any omissions and misstatements on this application and attachments may be grounds for rejection of my application or termination of my employment. I hereby authorize the Day Care Center and its agents to investigate the truthfulness of all statements made on my employment application, resume and other attachments. I understand that this investigation may include contacting references, my former employers, confirming my educational attainments, reviewing my motor vehicle records, reviewing any criminal justice records for criminal convictions that relate to me and obtaining a consumer credit report. I give consent for all contacted persons to provide information concerning my application, and I release each such person from liability for providing information to the Day Care Center and its agents.

If hired, I understand that federal law requires completion of an I-9 form establishing my employment eligibility within 3 days of hire.

I understand that nothing contained in this employment application or interview and no Day Care Center policies, procedures, correspondence or handbooks that I might receive are intended to create an employment contract between the Day Care Center and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Day Care Center unless made in writing and signed by an officer of the Board of Directors of the Day Care Center. I understand that the Day Care Center has adopted an Employment Arbitration Policy to resolve employment disputes and I agree to comply with that policy. I understand that if the Day Care Center hires me, I may terminate my employment at any time with or without cause or notice and the Day Care Center may do the same.

Applicant's Signature	Today's Date
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