



APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

Name: _____ Position applied for: _____

Our Mission

The mission of the Children's Center is to meet the needs of children of all abilities by offering quality programs which encourage individual growth, provide support for their families, and promote the inclusion of all children in the community.

I. PERSONAL

Social Security No: _____ Phone: _____
Street, City/Town, and Zip: _____

I am available: ___ Full-time ___ Part-time Specify hours and days, if part-time: _____

What are your experiences, skills, or qualifications which you feel would qualify you for this position with our organization?

Did a current employee recommend that you apply for this position? ___ Yes ___ No

If yes, who? _____

Have you ever been convicted of a crime? ___ Yes ___ No

If yes, provide details: _____

II. EDUCATION

Are you a high school graduate? ___ Yes ___ No

Name and location of high school: _____

Have you attended college? ___ Yes ___ No

Name and location of college, course of study, and any degrees earned:

Have you done any post-graduate work? Yes _____ No _____

Give information about course of study and any degrees earned:

III. EMPLOYMENT HISTORY
(Current or most recent employer first)

1. Name and address of employer: _____

Length of employment: From _____ To _____
(month/year) (month/year)

Title and description of work you did: _____

Reason for leaving: _____

2. Name and address of employer: _____

Length of employment: From _____ To _____
(month/year) (month/year)

Title and description of work you did: _____

Reason for leaving: _____

3. Name and address of employer: _____

Length of employment: From _____ To _____
(month/year) (month/year)

Title and description of work you did: _____

Reason for leaving: _____

IV. CERTIFICATION/LICENSURE, TRAINING, AND BACKGROUND

Please list any certifications and/or licenses that you may hold, including date of expiration: _____

Training Completed:

CPR Date of issue: _____ Expiration date: _____

First Aid Date of issue: _____ Expiration date: _____

Other Date of issue: _____ Expiration date: _____

Describe: _____

Please indicate any background checks previously completed that you could provide:

Fingerprinting

Driving

Other

Describe: _____

V. REFERENCES

Name & Occupation:

Address:

Phone Number:

A minimum of three references is required, along with specific information about how to contact them. References should be people who can give information about your skills and abilities to do the job for which you are applying.

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

In addition, I understand that the conditions of a job offer and/or employment with the Children's Center may be determined by the results of background checks, including, but not limited to, criminal records, child protection case records and driving records.

Signature of applicant

Date

Computer Skills Essentials

Please check each operation you can currently complete using Microsoft Office programs:

Basics

- Turn computer on and off safely
- Switch between users
- Open and close programs and files
- Teach yourself how to do something new (use 'help' functions)
- Understand hard and virtual drive letters

Directories and File Storage

- Open, save, locate, rename and delete files
- Copy or move files, including to/from external media
- Use "Search" function, including advanced options (Browse/search for files)
- Use directory structures to organize documents
- Create, rename and delete folders

Maintenance and Networks

- Shift between network printers
- Use print preview to view a document before printing.
- Cancel or suspend a print job.
- Defragment disk
- Check for viruses

Word

- Page formatting
- Text formatting (font type, size bold, italic, etc)
- Use of tool bars, spell checking, print preview, search and replace
- Negotiate multiple open word-processing documents (copy and paste)
- Use spell checker/realize limitations of spell checker.
- Use thesaurus
- Use bullets, numbering
- Save changes to a document

Internet/intranet

- Browse the web
- Conduct web searches
- Use web bookmarks
- Log on and off the intranet
- Locate and open documents on the intranet

Outlook

- Compose, address and send email messages
- Add, open and save attachments
- Print messages and attachments