



# Application for Employment

Completion of this application is REQUIRED for employment.

## APPLICANT INFORMATION

First Name:	Middle:	Last:	Nickname:
Cell Phone:	E-mail address:		
Home address:			Home Phone:

## EDUCATION

<b>High School:</b>	Grade completed:	
Address:	Date completed:	
<b>College:</b>	Years completed:	
Address:	Date completed:	
Major:	Minor:	Degree Received:

Please list your 3 most recent employers, dates of employment, and describe the type of work you performed. Continue on the reverse side if necessary.

## EMPLOYMENT EXPERIENCE

<b>Employer 1:</b>	may we contact this employer? yes      no	Dates of employment Start:                      End:
Address:		Phone:
Supervisor:	Ending rate of pay:	Job description:

<b>Employer 2:</b>	may we contact this employer? yes      no	Dates of employment Start:                      End:
Address:		Phone:
Supervisor:	Ending rate of pay:	Job description:

<b>Employer 3:</b>	may we contact this employer? yes      no	Dates of employment Start:                      End:
Address:		Phone:
Supervisor:	Ending rate of pay:	Job description:

## OTHER EXPERIENCE RELATED TO CHILD CARE – i.e. babysitting, observing, volunteering

Experience Description:	Dates:
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Experience Description:	Dates:
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Experience Description:	Dates:
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**REFERENCES IF EMPLOYERS MAY NOT BE CONTACTED**

Name:	Relationship:	Phone:
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Name:	Relationship:	Phone:
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Name:	Relationship:	Phone:
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**PREFERENCES**

Which age group do you prefer to work with?    Infants    Ones    Twos    Pre-k    Schoolers

Are you available <input type="checkbox"/> full time (more than 30 hours) <input type="checkbox"/> part time (less than 30 hours)	Date you can start:
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Days of the week you are available to work:	Hours of the day you are available to work:
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\_\_\_\_\_ Applicant name

\_\_\_\_\_ Applicant Signature

\_\_\_\_\_ Date

Thank you for your interest in Big Leaps Child Care. The director will be in touch shortly. In the meantime, the following are required before employment:

- \* Copy of your driver's license and social security card
  - \* Copy of your high school/college diploma
  - \* Two written references or above named references will be called
  - \* Staff health assessment on specific state form, dated within the last year
  - \* Negative result TB test within the last year
  - \* Child abuse clearance
  - \* Criminal history clearance
  - \* Fingerprints- Must register and pay fee online at [www.pa.cogentid.com](http://www.pa.cogentid.com). **CODE:1KG738**
- Once registered, fingerprints are done at a location nearest you.