

Application for Employment

Position applied for \_\_\_\_\_ Date of application \_\_\_\_\_  
 First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 DL # \_\_\_\_\_ DL State \_\_\_\_\_ DL Exp. Date \_\_\_\_\_  
 Are you older than 16 yrs Y or N S.S.# \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_ Email address \_\_\_\_\_  
 How long at present address \_\_\_\_\_ Own \_\_\_\_\_ Rent \_\_\_\_\_ Other \_\_\_\_\_  
 How long in Bryan/College Station Area \_\_\_\_\_ How long in Texas \_\_\_\_\_  
 Have you ever been convicted of a crime of violence? \_\_\_\_\_  
 Have you ever been convicted of a drug related offense? \_\_\_\_\_  
 Have you ever been convicted of any other offense other than those listed above? \_\_\_\_\_  
 If "yes", please explain \_\_\_\_\_

Have you ever been employed by A&M UMC WEEKDAY SCHOOL \_\_\_\_\_  
 If yes, when \_\_\_\_\_

PLEASE CHECK THE APPROPRIATE ITEMS

- \_\_\_\_\_ I have worked in the child care field before.
- \_\_\_\_\_ I have not worked in the child care field before but am interested in training.
- \_\_\_\_\_ I am unsure of a career choice, however, I would like to try child care.
- \_\_\_\_\_ I am looking for a job related to my college while I attend school.
- \_\_\_\_\_ Lead Teacher \_\_\_\_\_ Teacher Aid \_\_\_\_\_ Cook \_\_\_\_\_ Sub \_\_\_\_\_ Director

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EDUCATION	NAME OF SCHOOL	NO. YRS. ATTENDED	DIPLOMA REC'D
High School	_____	_____	_____
College	_____	_____	_____
Other	_____	_____	_____

Indicate any foreign language you can speak, read, &/or write

	<u>FLUENT</u>	<u>GOOD</u>	<u>FAIR</u>
Speak	_____	_____	_____
Read	_____	_____	_____
Write	_____	_____	_____

EMPLOYMENT: BEGIN WITH MOST RECENT

Date	Name of business	Ph#	Position	Salary	Reason for Leaving
_____ to _____	_____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____	_____

## Questions

Please answer the following questions.

1. Use three words in describing your personality. \_\_\_\_\_

\_\_\_\_\_

2. What importance do they play in teaching young children? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What is your personal philosophy of a childcare center? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. What makes a successful childcare program? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. What skills, talents, and abilities will you bring into this center? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What community organizations are you active in: church, civic, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Write a personal statement

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personal References: Please list three references that are not related to former employers.  
Name & email address                      Ph#                      How Acquainted                      Yrs. Acquainted

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Letter of references would help process your application faster.  
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Expiration Dates

First Aid \_\_\_\_\_ CPR \_\_\_\_\_ Food Handlers Card \_\_\_\_\_

CLASS SCHEDULE: If student, please fill in the times which you are in class.

Monday \_\_\_\_\_ to \_\_\_\_\_ Tuesday \_\_\_\_\_ to \_\_\_\_\_ Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_ Friday \_\_\_\_\_ to \_\_\_\_\_

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DO NOT WRITE BELOW THIS LINE

Interviewed By \_\_\_\_\_ Date \_\_\_\_\_  
Comments \_\_\_\_\_  
\_\_\_\_\_

Hired \_\_\_\_\_ Position \_\_\_\_\_ Age Group \_\_\_\_\_ Salary \_\_\_\_\_  
Date to start to work \_\_\_\_\_ Trial Date \_\_\_\_\_

I certify that the facts contained in this application are true and complete to the best of my knowledge. I further understand that if employed, falsified records would be grounds for dismissal. I understand that I am on a 90 day probationary period and can be dismissed any time.

I give my permission to A&M UMC WEEKDAY SCHOOL to call any and all references as noted on this application and release all parties from all liabilities for any damage that result from furnishing the same.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this period of time should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer and failure to do so could result in termination of employment.

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

\_\_\_\_\_  
Date

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