

# APPLICATION FOR EMPLOYMENT

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Social Security# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Position Applying for: \_\_\_\_\_

(Director, Caregiver, Caregiver Assistant, Service Staff, Other)

**EDUCATION:** (Document highest educational level – attach copy of Diploma, GED, CDA or college transcript)

High School/GED (or highest grade completed): \_\_\_\_\_

College/University (or highest grade completed): \_\_\_\_\_

Degree held and/or field of study: \_\_\_\_\_

Special training/Certificates: \_\_\_\_\_

**PREVIOUS EMPLOYMENT EXPERIENCE:** (BEGIN WITH MOST CURRENT EMPLOYMENT)

Name of Employer

Address

1.

\_\_\_\_\_

Job title & duties:

\_\_\_\_\_

2.

\_\_\_\_\_

Job title & duties:

\_\_\_\_\_

3.

\_\_\_\_\_

Job title & duties:

\_\_\_\_\_

**PROFESSIONAL REFERENCES** – Document with letters or phone calls (Note date, time, person called, etc.)

| Name | Address | Telephone # | Relationship |
|------|---------|-------------|--------------|
|------|---------|-------------|--------------|

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_ has my permission to perform all criminal records checks, a Child Abuse Central Registry Check, and contact previous employers and all personal references.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DATE OF EMPLOYMENT \_\_\_\_\_ DATE OF ORIENTATION \_\_\_\_\_

DATE OF SEPARATION \_\_\_\_\_