



Keystone Childcare Center

BUILDING A FOUNDATION OF EXCELLENCE

Employment Application

PLEASE PRINT AND COMPLETE ALL SECTIONS

Today's Date: _____

Name

Full Name: _____
Last *First* *M.I.*

Employment Desired

Job Applying for: _____ Full time Part time Temporary
Salary Desired: \$ _____ Date Available: _____

Personal

Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Phone: () _____ E-mail Address: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

If hired, can you furnish proof of eligibility? YES NO Are you 18 years or older? YES NO

Can you perform the essential function of the position for which you are applying? YES NO

Have you ever worked or attended school under another name? YES NO

If yes, give details. _____

Have you ever worked for this organization? YES NO If yes, when? _____

Have you ever applied here before? YES NO If yes, when? _____

Are you presently employed? YES NO

If yes, may we contact your current employer for a reference? YES NO

Have you ever been fired or asked to resign from a job? YES NO

Have you ever been convicted of a felony violation? YES NO

If yes, give details.

If employed by us, do you expect to be employed elsewhere? YES NO
= =

If yes, give details. _____

Education

High School or GED: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____
= =

Vocational or Technical: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____
= =

College or University: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____
= =

Graduate School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____
= =

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____
= =

Do you have other skills or training that would be helpful for the job? If yes, please explain.

Employment History

Please list employers starting with the current or most recent.

A job offer may be contingent on acceptable references from employers.

Please explain gaps in employment.

Name of Employer: _____ Phone: () _____

Address: _____

Street Address

Apartment/Unit #

City

State

ZIP Code

Supervisor's Name: _____ Title: _____

Phone: () _____ Email: _____

Job Title: _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
= =

Name of Employer: _____ Phone: () _____

Address: _____

Street Address

Apartment/Unit #

City

State

ZIP Code

Supervisor's Name: _____ Title: _____

Phone: (____) _____ Email: _____

Job Title: _____ Ending Salary: \$_____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 = =

Name of Employer: _____ Phone: (____) _____

Address: _____

Street Address

Apartment/Unit #

City

State

ZIP Code

Supervisor's Name: _____ Title: _____

Phone: (____) _____ Email: _____

Job Title: _____ Ending Salary: \$_____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 = =

Name of Employer: _____ Phone: (____) _____

Address: _____

Street Address

Apartment/Unit #

City

State

ZIP Code

Supervisor's Name: _____ Title: _____

Phone: (____) _____ Email: _____

Job Title: _____ Ending Salary: \$_____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 = =

Gaps in Employment: _____

Professional Memberships and Certifications

Organization Name: _____ Title: _____
Responsibilities: _____ Years Active: _____

Organization Name: _____ Title: _____
Responsibilities: _____ Years Active: _____

Certification

I hereby certify that all the information provided in this employment application is true and complete. I understand that false information or the omission of information may disqualify my candidacy and may be grounds for termination. I further understand that I am applying to a Drug Free Workplace and may be required to submit to testing for the presence of drugs as a condition for employment.

Signature: _____ Date: _____