



# Totally Kids Childcare Center

## Application for Employment

Date of Application \_\_\_\_\_ Position Desired \_\_\_\_\_

Date Available \_\_\_\_\_ Hours Available \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Maiden \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Marital Status: Single      Married      Divorced      Widowed

Are you a citizen of the United States? \_\_\_\_\_ If not, do you have a Visa to work in the U.S.? \_\_\_\_\_

If yes, what type of Visa classification? \_\_\_\_\_

Visa Registration Number? \_\_\_\_\_ Expiration Date: \_\_\_\_\_

<b>Education</b>	<b>Address</b>	<b>Dates Attended</b>	<b>Received Diploma, Degree, Certificate?</b>
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High School	_____	_____	_____
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Trade School	_____	_____	_____
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Technical School	_____	_____	_____
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College	_____	_____	_____
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Other	_____	_____	_____
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How many years of experience do you have working in childcare? \_\_\_\_\_

Please list any child care and development training courses you have completed in the past: \_\_\_\_\_

Have you had CPR in the past two years? \_\_\_\_\_ Expiration date: \_\_\_\_\_

Have you had first aid in the past three years? \_\_\_\_\_ Expiration date: \_\_\_\_\_

The department of Human Resources requires annual child care training, are you willing to participate in completing these required classes? \_\_\_\_\_

Do you have a criminal record? \_\_\_\_\_ If yes, explain \_\_\_\_\_

Have you ever been shown by credible evidence, E.G.A Court order or jury, a department investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as result of intentional or grossly negligent misconduct? \_\_\_\_\_

If yes, explain \_\_\_\_\_



May we contact present employer to verify employment? \_\_\_\_\_

May we contact previous employers to verify employment? \_\_\_\_\_

If no, explain \_\_\_\_\_

I give permission to Totally Kids Childcare Center to contact my present employer as a reference.

\_\_\_\_\_  
Signature

I give permission to Totally Kids Childcare Center to contact my previous employers.

\_\_\_\_\_  
Signature

Totally Kids Childcare Center is an affirmative equal opportunity employer and does not discriminate against race, color, sex, national origin, physical/mental handicap, political affiliation or religion. Under the Americans with Disabilities Act of 1991, this program is required to reasonably accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing interviews and actual employment, but only if the program supervisor is made aware that an accommodation is required. If you are disabled and require accommodation, you may request it at any time during the interview process. You are obligated to inform the program director of your needs if it will impact your ability to perform the job for which you are applying. I certify that all information on this application is correct. I have not given any false statement concerning my qualification requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**FOR OFFICE USE ONLY**

**Reference Check**

Employer/ Person Contacted \_\_\_\_\_

Results \_\_\_\_\_

Employer/ Person Contacted \_\_\_\_\_

Results \_\_\_\_\_

Employer/ Person Contacted \_\_\_\_\_

Results \_\_\_\_\_

**Interview Results**

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