

Prince of Peace Early Education Center Application for Employment

Date _____

Name _____

Address _____ City _____

State _____ Zip _____ Email _____

Home Phone _____ Cell Phone _____

To what organizations do you belong (Professional or Educational)? _____

Your hobbies & recreation _____

What promoted you to apply here? (circle one) Advertisement

Own Accord

Referred

Employee Referral

Position applied for _____

When could you report for work? _____

Minimum acceptable salary _____

Are you available for substitute work? _____

Name & Address of High School _____

College & Major _____

Degrees _____

Are you planning to further your education & when? _____

Other Special Training Courses _____

Diploma or Certification (please specify) _____

Indicate Last 3 Employers	Dates	Salary
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Name _____

Address _____

Phone _____

Supervisors Name _____

Reason for Leaving _____

Name _____

Address _____

Phone _____

Supervisors Name _____

Reason for Leaving _____

Name _____

Address _____

Phone _____

Supervisors Name _____

Reason for Leaving _____

Special Talents _____

Do you play any musical instruments? _____

Do you like to sing? _____

Physical Record

How would you describe your general health? _____

Date of last physical exam _____

Applicants must be able to meet the physical demands of a childcare setting.
Examples: lifting up to 35 pounds, standing for long periods of time,
exposure to a variety of childhood illnesses, etc.

References:

Not including relatives or former supervisors

Name _____ Address _____

Occupation _____ Telephone _____

Name _____ Address _____

Occupation _____ Telephone _____

Name _____ Address _____

Occupation _____ Telephone _____

Clerical Experience

(check the ones that apply)

Bookkeeping _____ Filing _____ Microsoft Word _____

Microsoft Excel _____ Laminator _____ Internet _____

Customer Service Skills _____ Power Point _____

Copy Machine _____ Other _____

I authorize the prospective employer to inquire as to my record of any or all persons and of my former employers. In the event of my employment with the Child Care Center, I agree to comply with the rules and regulations governing my employment. In the event I should terminate my employment, I agree to file my resignation at least two weeks prior to the date effective.

It is my understanding that the first three months of my employment are probationary, and if my services have not proved satisfactory, my employment may be discontinued on a week's notice without prejudice.

Applicant's Signature _____

DO NOT WRITE ON THE SPACE BELOW

Date to start work _____ Temporary _____

Program _____ Position _____

Replaces _____ Salary _____

Remarks

