

# Application for Employment New Paltz Child Care Center

Please print Date \_\_\_/\_\_\_/\_\_\_  
Position(s) applying for \_\_\_\_\_

### PERSONAL DATA

Name \_\_\_\_\_ Social Sec. # \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone # (\_\_\_\_) \_\_\_\_\_ Cell/Pager/Other#/ \_\_\_\_\_ e-mail \_\_\_\_\_

Gender M / F

Are you over the age of 18? ----- YES NO

Have you ever been employed here previously? ----- YES NO

If yes, date, length of service and reason for leaving. \_\_\_\_\_

Have you ever been employed and provided child care elsewhere? ----- YES NO

If yes, please specify in your employment history.

Are you comfortable working in an environment with young children? ---- YES NO

Are you a U.S. Citizen? ----- YES NO

Have you ever plead "guilty", "no contest" or been convicted of a crime? - YES NO

If yes, please provide date(s) and details \_\_\_\_\_

Date available for work \_\_\_/\_\_\_/\_\_\_ Desired salary range \$ \_\_\_\_\_ hour/week/year

Type of employment desired? Full Time Part Time Temporary Seasonal

Are you physically able to meet the attendance requirements and perform the responsibilities of the position? -----

----- YES NO

Do you have any kind of disability that you would like us to know about? - YES NO

If yes, please explain. \_\_\_\_\_

### EDUCATIONAL HISTORY

	Name and Location	#yrs completed	Graduated?
High School _____			YES NO
_____			YES NO

	Name and Location	#yrs	Degree	Major
College _____				
_____				
_____				
Other _____				
_____				

### EMPLOYMENT HISTORY (use back for additional history)

From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Employer \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Title \_\_\_\_\_ Nature of Work \_\_\_\_\_

Hourly rate \$ \_\_\_\_\_ Reason for leaving? \_\_\_\_\_

**SKILLS AND QUALIFICATIONS**

Please provide any additional skills, training, licenses, certifications or life experiences you may have which will assist you in fulfilling job related responsibilities in the position for which you are applying.

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**REFERENCES (PLEASE LIST 1 BUSINESS AND 2 PERSONAL not relatives)**

<b>Name</b>	<b>Address</b>	<b>Phone#</b>	<b>Relationship</b>	<b>yrs known</b>

**APPLICATION STATEMENT**

I certify that all the information I have provided in order to apply and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any aspect, will be sufficient grounds to cancel further consideration of this application or immediately discharge me from the employer's service whenever it is discovered.

I expressly authorize, without restriction, the employer, its representatives, employees or agents, to contact and obtain information from any and all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all legal rights and claims I may have regarding the employer, it's agents, employees or representatives, for seeking, gathering and using each information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreement contrary to the foregoing express language are valid unless they are in writing and signed by the employer's President.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and the federal immigration laws require me to complete an I-9 Form for this regard.

I also understand that if I am hired, I may be required to obtain additional training, education, or certification on my own time and at my own expense to fulfill license requirements, which my employer decides to obtain. Failure on my part to fulfill these licensing requirements deemed necessary by my employer to remain employed or to hold certain positions, may result in my employment termination or disqualify me from holding said certain positions.

**DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTOOD THE ABOVE APPLICANT STATEMENT.**

I hereby certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_