



EMPLOYMENT APPLICATION

Called _____

An Equal Opportunity / Affirmative Action Employer

Interviewed _____

Please Print Clearly:

Hired? _____

Name: _____ E-mail _____

Complete Address _____ Town _____

Phone # _____ Nicknames and/or maiden name _____

Are you at least 16 years of age? _____ Paid work experience with children? _____

What transportation do you have to get to work? _____

In an emergency, please notify: Name _____ Phone _____

Do you have a child you would like to bring to work with you? _____

List the names and ages of your children: 1. _____ age _____

2. _____ age _____ 3. _____ age _____

Do you have someone to watch your children on sick days/days off from school? _____

If you bring your child to work, he/she MUST be able to participate in the Clubhouse program and rely on the Clubhouse teachers while you are working. If your child is unable to adjust to the Clubhouse program, as determined by the Directors, your employment could be terminated.

Position applied for: _____ Date available: _____

Please check: Part time _____ Full time _____ Summer _____

List the times each day that you are able to work:

MON

TUE

WED

THU

FRI

SAT

SUN

Is this schedule flexible? _____ Number of hour per week requested: _____

List school/ other activities that would conflict with your work schedule:

Do you have any impairments (physical, medical, mental) which would hinder your ability to perform the job for which you are applying? _____ Explain: _____

If you are not a U.S. citizen: VISA registration # _____ expiration _____

Have you ever been convicted of a criminal offense? _____ When? _____

Charge: _____ Sentence: _____

RECORD OF EDUCATION

High School _____ Graduated? _____ Date: _____

College _____ Graduated? _____ Date: _____

Degree: _____ Post Graduate work? _____

Other business, technical, secretarial skills, etc. _____

Please tell us what interests you about this position and how the experience would benefit both you/ us.

Please list any skills, abilities or hobbies you have that may relate to this position.

Please list any awards, training, licences, etc. that may relate to this position.

EMPLOYMENT HISTORY (most recent first)

Company _____ Address _____

Phone _____ Position _____ From _____ To _____

Duties _____

Reason for leaving _____ Ending Salary _____

Company _____ Address _____

Phone _____ Position _____ From _____ To _____

Duties _____

Reason for leaving _____ Ending Salary _____

Company _____ Address _____

Phone _____ Position _____ From _____ To _____

Duties _____

Reason for leaving _____ Ending Salary _____

It is our policy to call all employers. May we call your present employer? _____

I certify these statements to be true and I understand that any false information could lead to dismissal.

Signature _____ Date _____

Office Notes _____

Hire date: _____ Beginning salary: _____ Manager: _____