

COVESVILLE CHILD DEVELOPMENT CENTER

P.O. Box 123Covesville, VA 22931

EMPLOYMENT APPLICATION

Please answer the questions on this Employment Application form as completely and accurately as possible so that your Application may be evaluated properly.

Covesville Child Development Center (CCDC) is an Equal Opportunity Employer. We consider all candidates for employment regardless of race, color, religion, national origin, sex, age, handicap, veteran status or any other basis prohibited by Federal or State laws, and the information requested on this application will not be used for any purpose prohibited by law.

PERSONAL DATA

Name _____ Date of Application _____
Last First Middle

Present Address _____
Street or RFD City State Zip Code

Phone No. _____

Social Security Number _____ Position Desired _____ Desired Wage _____

Position(s) Applied _____

Have you ever applied to or been employed by CCDC? If yes, when? _____
Your position? _____

Are you at least 18 years of age? If not, state your age _____

Are you a U.S. citizen? Yes___ No___ If no, do you have the legal right to remain permanently in the United States? Yes___ No___ (Any offer of employment is contingent upon the presentation of the original documents required by the Immigration Reform and Control Act.)

Have you ever been convicted of a crime? Yes___ No___ If so, please give details (Note: A criminal record does not necessarily disqualify applicant from the position applied for.)

Are you able to perform all job-related functions of the position applied for? Yes___ No___ If no, please explain and indicate what can be done to reasonably accommodate your situation in order for you to be able to perform all job-related functions. (Please supply information on an attached sheet.)

Good attendance and punctuality are essential requirements of every job at this Center. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with this Center? Yes___ No___

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When will you be able to start working? _____

EDUCATION

Type of School	Name of School	Location	Graduated Yes/No	Degree	Major
High School					
Technical School					
College					

Special Training or Skills? (i.e. use a personal computer, art courses, etc.)

EMPLOYMENT HISTORY

(START WITH MOST RECENT POSITION)

<p>1. Name of Center _____ Address _____ Type of Business _____ Dates Employed: From ____ To ____ Your Position When Starting _____ Starting Pay Rate _____ Your Position When Leaving _____ Current Pay Rate _____ Description of Duties _____ Reasons for Leaving _____ Name, Address, Telephone Number and Title of Supervisor: _____ Name Address Phone Title</p>
<p>2. Name of Center _____ Address _____ Type of Business _____ Dates Employed: From ____ To ____ Your Position When Starting _____ Starting Pay Rate _____ Your Position When Leaving _____ Final Pay Rate _____ Description of Duties _____ Reasons for Leaving _____ Name, Address, Telephone Number and Title of Supervisor: _____ Name Address Phone Title</p>
<p>3. Name of Center _____ Address _____ Type of Business _____ Dates Employed: From ____ To ____</p>

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Your Position When Starting _____		Starting Pay Rate _____	
Your Position When Leaving _____		Final Pay Rate _____	
Description of Duties _____			
Reasons for Leaving _____			
Name, Address, Telephone Number and Title of Supervisor:			

Name	Address	Phone	Title

4. Name of Center _____ Address _____			
Type of Business _____		Dates Employed: From ____ To ____	
Your Position When Starting _____		Starting Pay Rate _____	
Your Position When Leaving _____		Final Pay Rate _____	
Description of Duties _____			
Reasons for Leaving _____			
Name, Address, Telephone Number and Title of Supervisor:			

Name	Address	Phone	Title

➤ May we contact your present employer? Yes ___ No ___			
➤ May we contact your previous employers? Yes ___ No ___			

EMPLOYMENT PERFORMANCE HISTORY

Have you ever been disciplined or discharged by an employer for any of the following:	
YES	NO
___	___
Absenteeism, tardiness or failure to notify employer regarding an absence?	
___	___
Theft, unauthorized removal of employer's property or related offenses?	
___	___
Fighting, assault or related offenses?	
___	___
Insubordination?	
___	___
Violating safety rules?	
___	___
Poor performance?	
If you responded "yes" to any of these questions, please explain: _____	

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APPLICANT'S AGREEMENT AND CERTIFICATION (PLEASE READ THE FOLLOWING CAREFULLY AND SIGN)

I hereby certify that the facts set forth in this employment application (and accompanying resume, if any) are true and complete to the best of my knowledge, and I agree and understand that any misrepresentation or falsification of information or failure to disclose information during the employment application process may disqualify me from future consideration of employment and if employed, will subject me to discharge. I have not knowingly withheld any fact or circumstance that could, if disclosed, affect my application unfavorably. I further certify that I am a true and bona fide job applicant, sincerely interested in working in the position(s) for which I have applied, and am seeking employment with CCDC to provide me with the benefits of a job and for no other purpose.

I agree and understand that CCDC and its agents may investigate or seek information concerning my background and/or previous employment, whether of record or not. Accordingly, I hereby authorize the previous employers and references listed in my application, or any other source contacted by CCDC to give the Center any and all information concerning my previous employment, or any other information they may have, personal or otherwise. I hereby release CCDC and its agents, and previous employers, and any other persons or entities whatsoever involved in such an investigation or inquiry from all liability of any kind, including damages on account of furnishing such information.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with CCDC is of an "at will" nature, which means that I may resign at any time and the Center may discharge me at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any documentation or by conduct unless such change is specifically acknowledged in writing by the President of CCDC.

If employed, I will not engage in any action or outside employment or activity that would involve a perceived conflict of interest with CCDC's mission or reflect adversely on CCDC's employees, its operations or its image in the community.

ADDITIONALLY, I HEREBY ATTEST UNDER PENALTY OF PERJURY THAT I AM AUTHORIZED TO WORK IN THE UNITED STATES.

Date

Signature of Applicant