

Employment Application



INSTRUCTIONS: It is important that you fill out all sections of this application completely & to the best of your ability. Your application will be used as part of the hiring process &, therefore, should represent your best effort.

Current Information (Please print clearly in ink)

Position Applied For _____ Date _____

When will you be available for employment? _____

NAME

Last

First

Middle

ADDRESS

Street & No

City

State

Zip

TELEPHONE

Home

Cell

EMAIL ADDRESS

CHILD CARE TRAINING:

List all courses, workshops, and conferences related to child development and early childhood education. Attach additional pages if necessary. Attach copies of certificates received.

Title of course/ _____

Workshop/conference _____

Sponsor Location _____

Date(s): To _____ **From** _____ **Number of hour's** _____

Title of course/ _____

Workshop/conference _____

Sponsor Location _____

Date(s): To _____ **From** _____ **Number of hour's** _____

Title of course/ _____

Workshop/conference _____

Sponsor Location _____

Date(s): To _____ **From** _____ **Number of hour's** _____

EMPLOYMENT HISTORY:

List in order beginning with your most recent employment. Attach additional pages if necessary.

Employer _____

Address: _____

Street

City

(_____)

State _____ **Zip Code** _____ **Area Code** _____ **Telephone Number** _____

Position/Job _____

Date(s) Worked: Start _____ **End** _____

Reason for leaving _____

Employer _____

Address: _____

Street

City

(_____)

State _____ **Zip Code** _____ **Area Code** _____ **Telephone Number** _____

Position/Job _____

Date(s) Worked: Start _____ **End** _____

Reason for leaving _____

Employer _____

Address: _____

Street

City

(_____)

State _____ **Zip Code** _____ **Area Code** _____ **Telephone Number** _____

Position/Job _____

Date(s) Worked: Start _____ **End** _____

Reason for leaving _____

Criminal History Background Information Checks:

In accordance with Illinois law, the criminal history background information check shall be completed on each substitute, caregiver, volunteer, and domestic worker, as well as any other person who has contact with the children or unsupervised access to the children shall be reviewed.

Have you ever been convicted of any crime under the name you used on this application or under any other name?

_____ Yes _____ No

If yes, please explain when, where, & disposition of case.

Drivers License Information:

License Number _____ Class _____ Expiration Date _____

REFERENCES:

List at least three persons who are not related to you by blood, marriage, or adoption. to be contacted as references.

At least one must be a former employer. Addresses must be complete and accurate. DHS does require that we personally speak with each of your references, so we recommend that you let your references know to expect a call from us.

Name of Former Employer: _____

	Last	First	Middle
Address:	_____		
Street	City		
		(_____)	
State	Zip Code	Area Code	Telephone Number

	Last	First	Middle
Name:	_____		
Address:	_____		
Street	City		
		(_____)	
State	Zip Code	Area Code	Telephone Number

	Last	First	Middle
Name:	_____		
Address:	_____		
Street	City		
		(_____)	
State	Zip Code	Area Code	Telephone Number

Other Questions:

Please list the days & hours you are available to work: _____

Desired Salary: _____ (i.e. "negotiable".)

Do you have any personal responsibilities or problems that may affect your daily attendance? If yes, explain:

Please tell us about your experiences working with children & what ages: _____

Do you look at this job as being long-term or temporary? _____

In your past work experience, how many children have you cared for alone and what ages? _____

This job requires hours of childcare-related training per year. Do you understand that you will be responsible for acquiring this training, that you are responsible for the costs (if any) of this training, and that the training must be completed on your own time?
_____ Yes (initial)

Please read & sign the statement below.

I certify that, to the best of my knowledge & belief, the information given truly represents my background & experience. I understand that if I have knowingly misrepresented or falsified any of the application information I may be disqualified for employment consideration or dismissed from employment.

I authorize my current & former employers to give any information regarding my employment, together with any information regarding me whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same. I also permit this employer to make a background investigation of me.

Signature _____ Date _____