**Bluffton Child Development Center**

## Employment Application

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| PLEASE PRINT AND COMPLETE ALL SECTIONS | Today’s Date: |       |
|  |
| Name |
| Full Name: |       |       |     |
|  Last | First | M.I. |

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| **Employment Desired** |
| Job Applying for: |       | Full time | [ ]  | Part time | [ ]  | Temporary | [ ]  |
|  |  | Date Available: |       |  |

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| **Personal** |
| Address: |       |       |
|  Street Address | Apartment/Unit # |
|  |       |       |       |
|  City | State | ZIP Code |
| Phone: | (     )       | E-mail Address: |       |
|  |
| Are you a citizen of the United States? | YES[ ]  | NO[ ]  | If no, are you authorized to work in the U.S.? | YES[ ]  | NO[ ]  |
| If hired, can you furnish proof of eligibility? | YES[ ]  | NO[ ]  | Are you 18 years or older? | YES[ ]  | NO[ ]  |
| Can you perform the essential function of the position for which you are applying? | YES[ ]  | NO[ ]  |  |
| Have you ever worked or attended school under another name? | YES[ ]  | NO[ ]  |  |
| If yes, give details. |       |
| Have you ever worked for this organization? | YES[ ]  | NO[ ]  | If yes, when? |       |
| Have you ever applied here before? | YES[ ]  | NO[ ]  | If yes, when? |       |
| Are you presently employed? | YES[ ]  | NO[ ]  |  |
| If yes, may we contact your current employer for a reference? | YES[ ]  | NO[ ]  |  |
| Have you ever been fired or asked to resign from a job? | YES[ ]  | NO[ ]  |  |
| Have you ever been convicted of a felony violation? | YES[ ]  | NO[ ]  |  |
| If yes, give details. |
|       |
| If employed by us, do you expect to be employed elsewhere?  | YES[ ]  | NO[ ]  |  |
| If yes, give details. |       |

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| Education |
| High School or GED: |       | Address: |       |
| From: |       | To: |       | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |       |
| Vocational or Technical: |       | Address: |       |
| From: |       | To: |       | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |       |
| College or University: |       | Address: |       |
| From: |       | To: |       | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |       |
| Graduate School: |       | Address: |       |
| From: |       | To: |       | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |       |
| Other: |       | Address: |       |
| From: |       | To: |       | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |       |
| Do you have other skills or training that would be helpful for the job? If yes, please explain. |
|       |

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| Employment History |
| Please list employers starting with the current or most recent. |
| A job offer may be contingent on acceptable references from employers. |
| Please explain gaps in employment. |

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| Name of Employer: |       | Phone: | (     )       |
| Address: |       |       |
|  | *Street Address* | *Apartment/Unit #* |
|  |       |       |       |
|  | *City* | *State* | *ZIP Code* |
| Supervisor’s Name:  |       | Title: |       |
| Phone: | (     )       | Email: |       |
| Job Title: |       | Ending Salary: | $      |
| Responsibilities: |       |
| From: |       | To: |       | Reason for Leaving: |       |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |

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| --- | --- | --- | --- |
| Name of Employer: |       | Phone: | (     )       |
| Address: |       |       |
|  | *Street Address* | *Apartment/Unit #* |
|  |       |       |       |
|  | *City* | *State* | *ZIP Code* |
| Supervisor’s Name:  |       | Title: |       |
| Phone: | (     )       | Email: |       |
| Job Title: |       | Ending Salary: | $      |
| Responsibilities: |       |
| From: |       | To: |       | Reason for Leaving: |       |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |

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| --- | --- | --- | --- |
| Name of Employer: |       | Phone: | (     )       |
| Address: |       |       |
|  | *Street Address* | *Apartment/Unit #* |
|  |       |       |       |
|  | *City* | *State* | *ZIP Code* |
| Supervisor’s Name:  |       | Title: |       |
| Phone: | (     )       | Email: |       |
| Job Title: |       | Ending Salary: | $      |
| Responsibilities: |       |
| From: |       | To: |       | Reason for Leaving: |       |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |

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| --- | --- | --- | --- |
| Name of Employer: |       | Phone: | (     )       |
| Address: |       |       |
|  | *Street Address* | *Apartment/Unit #* |
|  |       |       |       |
|  | *City* | *State* | *ZIP Code* |
| Supervisor’s Name:  |       | Title: |       |
| Phone: | (     )       | Email: |       |
| Job Title: |       | Ending Salary: | $      |
| Responsibilities: |       |
| From: |       | To: |       | Reason for Leaving: |       |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |

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| Gaps in Employment: |       |
|       |

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| Volunteer Activities and Professional Memberships |
| Organization Name: |  | Title: |  |
| Responsibilities: |  | Years Active: |  |
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| Organization Name: |  | Title: |  |
| Responsibilities: |  | Years Active: |  |

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| Certification |
| I hereby certify that all the information provided in this employment application is true and complete. I understand that false information or the omission of information may disqualify my candidacy and may be grounds for termination. I further understand that I am applying to a Drug Free Workplace and may be required to submit to testing for the presence of drugs as a condition for employment.  |
| Signature: |  | Date: |  |

This institution is an equal opportunity provider.