



# Day Care Deluxe



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“Fulfilling a great dream means having a great team.”

## Application for Employment

**Confidential!**

This application must be filled out completely and legibly for it to be processed. Therefore, please ensure that you type or print clearly and that you answer every question. If a question does not apply to you, write 'N/A' in that space. The answers provided on your application will be carefully reviewed for truthfulness and accuracy.

<i>Apply only if you meet the requirements of the advertisement</i>	<b>Answer:</b>
Today's Date:	
Position desired or advertised:	
Are you fluent in: 1) English 2) Spanish	
Is your age as specified in the advertisement? (Yes/No)	
Are you legally eligible for employment in the U.S.? (Yes/No)	
From which country do you hold legal citizenship?	
How many miles do you live from the workplace?	
Do you have reliable transportation? (Yes/No)	
Date available to start work:	
Are you aware this is an application for <u>full-time</u> work? (8 hours per day-Monday to Friday) (Yes/No)	
Hourly Rate desired? (Yes/No)	
Are you seeking temporary or permanent work? (Yes/No)	
Has a report of child maltreatment ever been made against you? (Yes/No)	
While employed in a childcare program, have you ever been the subject of disciplinary action or been responsible for a childcare facility receiving an administrative or disciplinary action? (Yes/No)	

*To be completed by the applicant.*

**Confidential!**

First Name:	
Middle Name:	
Last name:	
Date of Birth:	
Age on date of application:	
USA Social Security no:	
Cell Phone number:	
WhatsApp number:	
E-mail:	
Current Street Address:	
City/Town:	
County:	
State:	
Zip Code:	
Classes of driver's license:	
Marital status:	
Do you have a physical disability? (Yes/No)	
Provide detail.	
Do you have a mental impairment? (Yes/No)	
Provide detail.	

# Confidential!

<b>Number of Dependants:</b>	
Age	
Age	
Age	
Age	
Age	
Age	

<b>Frequency of <u>compulsory</u> healthcare visits?</b>	
Weekly	
Monthly	
Every six months	
Yearly	
Other	

<b>Health conditions:</b>

<b>Have you ever <u>applied</u> to work for this company before? (Yes/No)</b>
<b>If yes, date(s): (Month/Day/Year)</b>

<b>Have you ever <u>worked</u> for this company before? (Yes/No)</b>	
<b>If yes, date(s): (Month/Day/Year)</b>	
<b>From:</b>	
<b>Until:</b>	
<b>Position held?</b>	

<b>Do you have friends, relatives or acquaintances who work or worked for this company? (Yes/No)</b>

<b>If yes, state name(s)</b>

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Have you ever been convicted of a crime or offense other than minor traffic violations as an adult or are you awaiting trial on any such offense? (Yes/No)

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If yes, explain:


How did you become aware of this vacant position?


## Computer literacy

(Choose one for each module)	No Expertise	Beginner	Intermediate	Expert
Microsoft Word				
Microsoft Excel				
Microsoft PowerPoint				
Microsoft Outlook				
Microsoft Access				
General Computer Skills?				

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EDUCATION:	
Highest School qualification?	
Name of Institution?	
Year obtained?	

EDUCATION:	
Highest College Qualification?	
Name of Institution?	
Year obtained?	

EDUCATION:	
University Qualifications?	
Name of Institution?	
Year obtained?	

EDUCATION:	
Special training useful for this job?	
1-Name of Institution?	
1-Qualification	
1-Year obtained?	
2-Name of Institution?	
2-Qualification	
2-Year obtained?	
3-Name of Institution?	
3-Qualification	
3-Year obtained?	
<i>e.g. CPR, First Aid, Child Development, etc.</i>	

If Unemployed:							
From:	(year/month/day)				Until:		

# Confidential!

## Work History

Starting with your present or last employer, list the last 3 jobs you held.

(full-time jobs, temporary jobs, and part-time jobs.)

### (last or present job)

Name of the Company:							
Employer's Telephone number:							
Position Held?							
From:	(year/month/day)				<u>Until:</u>		
Reason for leaving?							
Salary started with:							
Salary ended with or at present:							
Name of Reference:					Telephone number of Reference?		

### (2nd last job)

Name of the Company:							
Employer's Telephone number:							
Position Held?							
From:	(year/month/day)				<u>Until:</u>		
Reason for leaving?							
Salary started with:							
Salary ended with:							
Name of Reference:					Telephone number of Reference?		

### (3rd last job)

Name of the Company:							
Employer's Telephone number:							
Position Held?							
From: :	(year/month/day)				<u>Until:</u>		
Reason for leaving?							
Salary started with:							
Salary ended with:							
Name of Reference:					Telephone number of Reference?		

## Confidential!

Declaration:	Yes or No
I agree and understand that all the statements and information on my application for employment are correct and no attempt has been made to conceal or withhold pertinent information.	
I agree that any omission, falsification, or misrepresentation is cause for immediate termination at any time during employment.	
I am aware that the company does not bind itself to appoint any applicant.	
I hereby authorize investigation of all statements on this application with no liability arising for the investigating office therefrom.	
Should the company need to conduct an investigation of any information during my employment for security purposes or as prescribed by government requirements, I also authorize those investigations with no liability arising for the investigating office therefrom.	
I agree to abide by all rules, regulations and policies of this company if appointed.	
At the option of the company, I agree to a physical examination by a physician chosen by the company, with the understanding that my employment with the company depends upon my passing the physical examination. The cost of such an examination will be borne by the company.	
I understand that a probationary period will be in effect in the event employment is offered.	
I agree to a Child Maltreatment Registry check.	
I will maintain a professional appearance and conduct at all times.	

<b>Printed Name:</b>			
<b>Signature of Applicant:</b>		<b>Date:</b> (year/month/day)	