

The Parent's Choice Learning Center
APPLICATION FOR EMPLOYMENT

Name _____ Telephone _____ DOB _____

Complete Address _____

SS# _____ Position Applied for: _____

(Director, Caregiver, Caregiver Assistant, Service Staff, Other)

Education (Document highest educational level – attach copy of Diploma, GED, CDA or college transcript)

High School/GED (or highest grade completed): _____

College/University (or highest grade completed): _____

Degree held and field of study: _____

Special training/Certificates: _____

PREVIOUS EMPLOYMENT EXPERIENCE – document with letters or phone calls (note date, time, person called, etc.)

| Name of Employer | Address | Telephone # | Years |
|---------------------------|---------|-------------|-------|
| 1. _____ | | | |
| Job title & duties: _____ | | | |
| 2. _____ | | | |
| Job title & duties: _____ | | | |
| 3. _____ | | | |
| Job title & duties: _____ | | | |
| 4. _____ | | | |
| Job title & duties: _____ | | | |
| 5. _____ | | | |
| Job title & duties: _____ | | | |

PERSONAL REFERENCES – Document with letters or phone calls (Note date, time, person called, etc.)

| Name | Address | Telephone # | Relationship |
|-------|---------|-------------|--------------|
| _____ | | | |
| _____ | | | |
| _____ | | | |

_____ has my permission to perform all criminal records checks, a Child Abuse Central Registry Check, and contact previous employers and all personal references.

SIGNATURE _____ DATE _____

DIRECTOR – Attach documentation of education, training and experience. Attach completed criminal records checks (FBI Letter of Suitability) and MS Immunization Compliance Form #121.

DATE OF EMPLOYMENT _____ DATE OF ORIENTATION _____

DATE OF SEPARATION _____