

Noah's Ark Child Care & Preschool

Application for Employment

Name _____ Date of Application _____

Last First Middle

Address _____

Street City State Zip Code

Telephone # () _____ Mobile/Other # () _____

E-mail Address _____

Referral Source (How did you hear about us?) _____

Have you ever been employed here before? _____ If yes, give dates and positions: _____

Are you legally eligible for employment in this country? _____

Date available for work ____/____/____

Type of employment desired: Full Time Part Time

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime? Yes No

If yes, please provide date(s) and details: _____

Skills and Qualifications

Please summarize any special training, skills, licenses, and/or certificates that may assist you in performing the position for which you are applying: _____

References:

List name and telephone number of three business/work references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name: _____ Title: _____ Relationship to You: _____
Telephone # () _____

Name: _____ Title: _____ Relationship to You: _____
Telephone # () _____

Name: _____ Title: _____ Relationship to You: _____
Telephone # () _____

Educational Background, Starting with your most recent attended, provide the following information:

School Include City & State	Years Completed	Completed	GPA Class Rank	Major/Minor
		__Diploma __GED __Degree __Certification __Other _____		
		__Diploma __GED __Degree __Certification __Other _____		
		__Diploma __GED __Degree __Certification __Other _____		

Employment History

Starting with your most recent employer, provide the following information:

1. Employer: _____ Dates Employed: ____/____/____ to ____/____/____
Month/Year Month/Year
Address: _____ Telephone # () _____
Street City State
Starting Job Title _____ Final Job Title _____
Immediate Supervisor and Title: _____ May we contact for reference? Yes No
Summarize Job Duties _____
Why did you leave? _____

2. Employer: _____ Dates Employed: ____/____/____ to ____/____/____
Month/Year Month/Year
Address: _____ Telephone # () _____
Street City State
Starting Job Title _____ Final Job Title _____
Immediate Supervisor and Title: _____ May we contact for reference? Yes No
Summarize Job Duties _____
Why did you leave? _____

3. Employer: _____ Dates Employed: ____/____/____ to ____/____/____
Month/Year Month/Year
Address: _____ Telephone # () _____
Street City State
Starting Job Title _____ Final Job Title _____
Immediate Supervisor and Title: _____ May we contact for reference? Yes No
Summarize Job Duties _____
Why did you leave? _____

Applicant Statement:

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no questions on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 6 months. Within that time if a position becomes available that I may be interested in I can call the employer and ask for my application to be considered. At the end of the 6 months, I understand it will be necessary for me to reapply.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by a Trinity United Methodist Pastor.

This program does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This program likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability or any other protected status. The program takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's services, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____