**Application for Employment**

**Ark Child Development Center**

*A ministry of First United Methodist Church,* 715 Diamond Drive, Los Alamos, New Mexico, 87544

(505) 662-4822

Today’s date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant:** Please print clearly and provide the requested information so that we may evaluate your qualifications for a position within our organization. In doing so we may promptly verify your work history, skills, and abilities. Thank you.

**Personal Information**

Name: Social Security #: **- -**

Current address: Telephone #: ( )

Alternative telephone #: ( )

Permanent address (if different from above):

Position applied for:

Would you work full-time? Yes\_\_\_\_ No\_\_\_\_

Part-time? Yes\_\_\_\_ No\_\_\_\_ When? Days; hours available for part-time:

If hired, what date could you start?

Do you have any relatives working for our organization? Yes\_\_\_\_ No\_\_\_\_ If yes, who?

Have you previously worked for us? Yes\_\_\_\_ No\_\_\_\_ If yes, what position? What dates?

Have you ever been convicted of a felony? Yes\_\_\_\_ No\_\_\_\_

Please list three personal references, how you know them (neighbor, etc.), and with telephone numbers:

1. Relationship to self Phone # ( )

2. Relationship to self Phone # ( )

3. Relationship to self Phone # ( )

**Education**

School Name and Major field Years attended Did you graduate? Diploma/Degree

city of school of study month and year

High School

College

Graduate

School/ Other

**Military Service**

Did you serve in the military? Yes\_\_\_\_ No\_\_\_\_ What branch?

Dates of service: Type of discharge: Honorable\_\_\_ Other (type)\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment History**

Please list below present and past employment, beginning with the most recent.

May we contact the supervisors listed? Yes\_\_\_\_ No\_\_\_\_

Name and address of employer: Dates Job title : Salary *circle one:* per hour; per week; per year

From: \_\_\_\_\_\_\_\_ Start: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:\_\_\_\_\_\_\_\_\_\_\_ End: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of business: Supervisor’s name: Telephone: Reason for leaving:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( )

Title:\_\_\_\_\_\_\_\_\_\_

Describe your job duties, including experience with children:

Name and address of employer: Dates Job title : Salary *circle one:* per hour; per week; per year

From:\_\_\_\_\_\_\_\_ Start: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:\_\_\_\_\_\_\_\_\_\_ End: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of business: Supervisor’s name: Telephone: Reason for leaving:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( )

Title:\_\_\_\_\_\_\_\_\_\_

Describe your job duties, including experience with children:

Name and address of employer: Dates Job title : Salary *circle one:* per hour; per week; per year

From:\_\_\_\_\_\_\_\_ Start: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:\_\_\_\_\_\_\_\_\_\_ End: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of business: Supervisor’s name: Telephone: Reason for leaving:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( )

Title:\_\_\_\_\_\_\_\_\_\_\_

Describe your job duties, including experience with children:

Name and address of employer: Dates Job title: Salary *circle one:* per hour; per week; per year

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To:\_\_\_\_\_\_\_\_\_ End: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of business: Supervisor’s name: Telephone: Reason for leaving:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( )

Title:\_\_\_\_\_\_\_\_\_\_\_

Describe your job duties, including experience with children:

Updated: 2/18/2015

This job potentially requires working with all ages of children. Do you have any physical condition that would require special accommodations to perform this work? If so, what are they?

Are you currently subject to restrictions concerning any physical work, such as lifting 20-40 pounds regularly, walking, bending, etc? If so, please describe:

Did you ever have any surgery or physical limitations which affected your ability to lift, walk, or bend? If so, please describe in detail:

Are you able to commit to a full term (fall/winter; summer) if a position is available?

Do you know of any situation that would result in you missing more than 8 days during this term?

Are you willing to work toward continuing education with 45 course / 24 hours after 45 hour course completed per year?

Are you willing to support, teach, and implement our mission statement: *“We are a Christian child development center available to the whole community, dedicated to love, teach children in a safe environment as they grow body, mind, and soul”*?

I certify that all the statements in the application are true and correct. I understand that if I misrepresent any information on the application, I may forfeit any rights to Worker’s Compensation benefits.

Signature: Date: