

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 city of school	Major field of study	Years attended	Did you graduate?	Diploma/Degree 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 From: _____ To: _____	Job title:	Salary <i>circle one</i> : per hour; per week; per year Start: \$ _____ End: \$ _____
Type of business:	Supervisor's name: _____ Title: _____	Telephone: ()	Reason for leaving:
Describe your job duties, including experience with children:			
Name and address of employer:	Dates From: _____ To: _____	Job title:	Salary <i>circle one</i> : per hour; per week; per year Start: \$ _____ End: \$ _____
Type of business:	Supervisor's name: _____ Title: _____	Telephone: ()	Reason for leaving:
Describe your job duties, including experience with children:			
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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: _____