



APPLICATION FOR EMPLOYMENT

St. John's Childhood Center, 101 Mill Street, P.O. Box 439, Millheim, PA 16854

Date: _____

Position desired: _____

Minimum acceptable wage: _____

Date available: _____

Full time _____ Part time _____

If part time, specify days and hours per week available _____

PERSONAL DATA

Name _____

Address _____

Phone number(s) where you can be reached: _____

Date of birth _____

Are you related to anyone who is currently employed at St. John's Childhood Center? _____

If yes, explain. _____

EDUCATION AND TRAINING

School Name and Address Did you Graduate? _____ Degree _____

High School _____

Business or Trade _____

College _____

Other (specify) _____

Special qualifications: (include technical and professional licenses, academic and professional awards, etc.) _____

EMPLOYMENT RECORD

List all present and past employment with most recent first

Employer's name: _____ From _____ To _____

Address: _____ Type of business _____

_____ Phone _____ Salary _____

Name and title of supervisor: _____

Your job title: _____ Reason for leaving _____

Briefly describe the nature and duties of your position: _____

May we contact your present employer? _____

Employer's name: _____ From _____ To _____

Address: _____ Type of business _____

_____ Phone _____ Salary _____

Name and title of supervisor: _____

Your job title: _____ Reason for leaving _____

Briefly describe the nature and duties of your position: _____

May we contact your present employer? _____

Employer's name: _____ From _____ To _____

Address: _____ Type of business _____

_____ Phone _____ Salary _____

Name and title of supervisor: _____

Your job title: _____ Reason for leaving _____

Briefly describe the nature and duties of your position: _____

May we contact your present employer? _____

UNEMPLOYMENT RECORD

Account for periods of unemployment of one month duration or more in the past 5 years.

	From		To	Reason for Unemployment
Month/Year	Month/Year			

Have you ever been dismissed or asked to resign from any position?_____ If yes, give details in space provided on back page.

Have you ever been convicted of any crime in a court of law?_____ If yes, give details below in space provided (excluding minor traffic violations). Criminal record will not necessarily exclude you from employment._____

If employed, what length of time do you expect to reside in this area?_____

REFERENCES

Do not list relatives, only persons who can provide employment, education, or character references.

Name_____ Occupation_____

Address_____ Home Phone:_____

_____ Office Phone:_____

Email_____

Name_____ Occupation_____

Address_____ Home Phone:_____

_____ Office Phone:_____

Email_____

Name_____ Occupation_____

Address_____ Home Phone:_____

_____ Office Phone:_____

Email_____

Use this space to describe your interest in the position, to summarize any additional information necessary to describe your full qualifications, and to explain answers to previous questions as noted on previous pages. If you need additional space, you may use the back of this page or attach your resume to the application.

SIGNATURE

The facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that, if employed, false statements on this application shall be sufficient cause for dismissal. I also understand that to qualify for employment, I will be subject to a criminal record check, Pennsylvania child abuse history clearance, and a medical examination.

Signed _____ Date _____

St. John's Childhood Center does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability as defined by law.

Please return completed application to:

St. John's Childhood Center
P.O. Box 439
Millheim, PA 16854