

APPLICATION FOR EMPLOYMENT

Grace Day Childcare
8406 FM 471 South
Castroville, TX 78009

Personal Information

Last Name First Name Middle Initial Date

Street Address City State Zip

Home Phone Work Phone

Desired Employment Date you can start

Are you currently employed? _____ May we inquire of your present employer? _____

Who referred you to this company? _____

List all courses of study or training earned in early childhood education, child development, elementary education, administration, and management:

High School:

College, Trade, or Business
School: _____

Employment Experience

List your last three employers starting with the most recent.

Employer Address

Start Date End Date Supervisor

Job title Job Description

Reason for leaving May we contact your Supervisor?

Employer		Address
Start Date	End Date	Supervisor
Job title	Job Description	
Reason for leaving		May we contact your supervisor?

Employer		Address
Start Date	End Date	Supervisor
Job title	Job Description	
Reason for leaving		May we contact your supervisor?

Have you ever been convicted of a felony and/or a crime, excluding misdemeanors and summary offenses that have been annulled, expunged, or sealed by a court?

If yes please explain

Application for Employment (contd)

Applicant's Certification and Agreement

I understand that Grace Day Childcare does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid only through the day of release.

I authorize Grace Day Childcare to thoroughly investigate references, employment records, evaluations, education, and other matters related to my suitability for employment.

I authorize those given as references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release Grace Day Childcare, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to Grace Day Childcare.

Since I will be working with children, I understand that I submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to cooperate fully in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize Grace Day Childcare to conduct a criminal records check. I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Applicant's Signature

Date

Application for Employment (contd)

Authorization to Release Reference Information

I have made application for a position as a _____ with Grace Day Childcare . I have authorized the school to thoroughly investigate references, work records, evaluation, education, and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release Grace Day Childcare, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of, or in any way related to, such investigation or disclosure.

I waive the right to ever personally view any references given to Grace Day Childcare.

I certify that I have carefully read and do understand the above statements.

Applicant's Name (please print)

Date

Applicant's Signature

Social Security #

Application for Employment (contd)

Declaration of Moral Integrity

As an applicant for employment or for a volunteer position at Grace Day Childcare and its ministries, I _____ do recognize, understand, and agree to live by the moral standards of the school. I further declare that with regard to my personal moral character and conduct as of this date, I am not, nor have been in the past, engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral standards of Grace Day Childcare.

Signature of Applicant

Date

Signature of Administrator

Date

Reference Forms

Grace Day Childcare
 8406 FM 471 South
 Castroville, TX 78009
 (830) 931-0655 (830) 931-3057

These forms should be completed by persons best qualified and willing to give an objective appraisal of your fitness for the position you seek. Please do not list relatives. The professional reference forms need to be given to former employers or those persons who have supervised you in some capacity.

 First Name Last Name

 Street Address City State Zip

 Phone Attn: Director

_____ is being considered for employment in the position of _____ at Grace Day Childcare. Please fill in this confidential evaluation of the candidate and return it to the above address at your earliest convenience. Thank you!

Quality to be rated	Excellent	Good	Average	Unsatisfactory	N/A
Competence in childhood education					
Love of children					
Reliability					
Personal appearance					
Cooperation with others					
Qualities of leadership					
Integrity of character					
Initiative					
Communication Skills					

Application for Employment (contd)

What do you consider to be the applicant's strongest points?

The applicant's weakest points?

3. Would you employ this person to teach/care for your children: _____
And why?

4. How long have you known this applicant? In what relationship?

Your name: _____

May I contact you by phone? _____yes _____no Phone Number _____

Additional comments that would help us to more fully understand the potential of this applicant:

Thank you,

Grace Day Childcare Governing Board