

Application for ECDC Employment

An Equal Opportunity Employer

PLEASE READ BEFORE FILLING OUT THIS FORM The Early Childhood Development Center, Inc. does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, age, political affiliation or any disabling condition that does not inhibit job performance. No question on this application is intended to secure information to be used for such discrimination. This application will be given every consideration. However, in accepting it, the Early Childhood Development Center, Inc. makes no commitment of employment to the applicant. THE INFORMATION CONTAINED IN THIS APPLICATION WILL BE USED TO EVALUATE YOUR TRAINING AND EXPERIENCE FOR PARTICULAR JOB OPENING. PLEASE BE SPECIFIC AND DETAILED IN YOUR ANSWERS.

Date _____

Full Name

Address

City/State _____ Zip _____

Social Security Number (required for Criminal History Check) _____

Telephone where you may be contacted _____
Primary Number Alternate Number

Email address

Are you under 21 years of age? _____ Date you will be available for employment

Are you applying for a posted position? _____ If yes, what position? _____

Please mark those positions you are interested in applying for?

Full Time Lead Teacher (12 month) _____ Full Time Associate Teacher (12 month) _____

Full Time Assistant Teacher (12 month) _____ Teacher Assistant (typically college student positions (full time during the summer and part time during the school year) _____

Would you like to be consider for future vacancies? _____

EDUCATION & TRAINING

HIGH SCHOOL

_____ From _____ To _____

Major or Course _____ Did you graduate? _____

COLLEGE

_____ From _____ To _____

Major or Course _____ Did you graduate? _____

Degree earned or date of anticipated degree _____

BUSINESS OR TRADE SCHOOL

_____ From _____ To _____

Major or Course _____

Did you receive a degree, certificate or license? _____

If so, please name, _____

OTHER

TRAINING

WORK EXPERIENCE: Enter all positions, most recent positions first. Give a complete description of work performed. This information will be used to determine your qualifications. Attach additional sheets if necessary.

EMPLOYER: _____ Phone No. _____

Address _____ City/State _____

Job title _____ Salary _____ Supervisor _____

Dates worked From _____ To _____ [] Full time [] Part Time

Duties _____

Reason for leaving _____

EMPLOYER: _____ Phone No. _____

Address _____ City/State _____

Job title _____ Salary _____ Supervisor _____

Dates worked From _____ To _____ [] Full time [] Part Time

Duties _____

Reason for leaving _____

EMPLOYER: _____ Phone No. _____

Address _____ City/State _____

Job title _____ Salary _____ Supervisor _____

Dates worked From _____ To _____ [] Full time [] Part Time

Duties _____

Reason for leaving _____

If you are now employed, may we contact your present employer? [] Yes [] No

GENERAL EXPERIENCE, SKILLS, & INTEREST IN WORKING WITH YOUNG CHILDREN:

Describe past work or teaching experience with young children. _____

What professional or community organizations are you active in?

List certificates, awards, published materials, etc.

PLEASE READ THE FOLLOWING BEFORE SIGNING

My signature on this application indicates that I understand and agree to the following conditions:

- 1) All statements I have made on this application are true and complete to the best of my knowledge, and I have withheld no information, which would affect my application unfavorably.**
- 2) I authorize all references/employers indicated in this application (and accompanying resume, if any) to provide the Early Childhood Development Center, Inc. with any and all information they may have, personal or otherwise, to enable the Early Childhood Development Center to arrive at an employment decision. I do hereby release and discharge any and all such parties, including the Early Childhood Development Center, Inc. from any and all claims that I may have now or in the future arising out of the release or use of said information.**
- 3) The Early Childhood Development Center, Inc. reserves the right to verify the criminal records information I have provided through appropriate local, state or federal law enforcement agencies.**

I also understand that any false statement or failure to provide requested information on this application may be grounds for not hiring me or dismissal after I begin work. In addition, if for employment, I agree to abide by the rules and policies of the Early Childhood Development Center, Inc.

Your signature

Date

Thank you for completing this application and for your interest in employment with the Early Childhood Development Center, Inc.