



Employment Application

APPLICANT INFORMATION

Name:	Home Phone:	Cell:
Address:	City:	ST, Zip:
Date:	Email:	

EMPLOYMENT REQUIREMENTS

Dear applicant – Thank you for considering Day Nursery of Abilene for your career path. We are seeking to hire best qualified candidates who possess integrity, are dedicated, energetic, motivated and willing to learn. Day Nursery of Abilene is an Equal Opportunity Employer. The following items are State or organizational requirements for consideration of employment.

Are you legally eligible for employment in the U.S.A.? (proof of U.S. citizenship or immigration status is required upon hiring.)

State of Texas Child Care regulation requirements:

- Is a High School Graduate or has G.E.D.? (You must provide when hired)
- Are you at least 18 years of age?
- Applicant is required to submit FBI fingerprint check at their expense.
- Has current First Aid/CPR Certification or will commit to obtain.

Day Nursery of Abilene requirements:

- Employees will maintain a professional appearance and conduct.
- Applicant is able to write and speak fluent English.
- Attend Day Nursery of Abilene orientation/training program upon hire.
- Employees must be able to meet all job requirements which may vary.
- Employees must have access to reliable transportation to/from work.
- Pre-Service training upon hire.
- Meets the physical demands required for position
- All hired employees are responsible for contributing to the enrollment of new families and the retention of currently enrolled families.
- Pass pre-employment drug screen.
- All applicants and current staff will respect Day Nursery of Abilene drug-free, smoke-free and alcohol-free environment and are subject to drug and alcohol testing.

GENERAL INFORMATION

Are you available <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Sub	
Are you available during the hours of 6:30 a.m. to 8:30 p.m.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date available (if notice required, please indicate):	
How did you hear about Day Nursery of Abilene?	
Who do you know at Day Nursery of Abilene? (give name (s) and position (s))	
Are you related to any of the above? <input type="checkbox"/> Yes <input type="checkbox"/> No	Referred by:
Desired rate of pay? \$	Have you visited the Day Nursery of Abilene website? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously worked for Day Nursery of Abilene? <input type="checkbox"/> Yes <input type="checkbox"/> No, if so, when?	

EDUCATIONAL EXPERIENCE **Must provide copy of all certifications**

High School:	Graduation Year:
Name of College:	Graduation Year:
Major/minor:	Do you have or are you working toward your Child Development Associates Credential? <input type="checkbox"/> Yes <input type="checkbox"/> No

PROFESSIONAL EXPERIENCE

List all current and previous employers, beginning with the most recent. **MUST** include supervisor's name and phone number

Employment Dates/ Final Rate of Pay	Company Name & Address	Supervisor's Name & Telephone Number	Ok to Contact?	Job Title	Reason for Leaving
From: To: Rate of Pay: \$			<input type="checkbox"/> Yes <input type="checkbox"/> No		
From: To: Rate of Pay: \$			<input type="checkbox"/> Yes <input type="checkbox"/> No		
From: To: Rate of Pay: \$			<input type="checkbox"/> Yes <input type="checkbox"/> No		
From: To: Rate of Pay: \$			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Add sheet if necessary for additional professional experience

REFERENCES

Give name and telephone number of three personal references **who are not related to you or each other**. Also indicate length of time known

Name of Reference:	Telephone Number:	Years Known:

CRIMINAL OFFENSES Background checks will be conducted on all applicants

I HAVE HAVE NOT pled guilty, no contest or been convicted of any criminal offense.

I HAVE HAVE NOT been the subject of an indictment, arrest or official criminal complaint.

Explain (including dismissals or dropped charge (s)):

APPLICANT ACKNOWLEDGMENT

All applicants for employment at Day Nursery of Abilene will be subject to a post-offer drug test as a pre-employment condition, must pass a criminal history background check as part of continued employment. Additionally, as pre-hiring conditions, employees must complete or have current CPR and First Aid certification, current food handlers certification, prior experience or pre-service training and fingerprinting at the employee's expense.

I _____ certify that the information given herein is true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for my employment as may be necessary. I understand that any false or misleading information given in my application and/or interviews is grounds for not being hired.

Signature: _____

Date: _____