**Employment Application**

**Personal Information:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| First Name | Middle | Last Name | | | Preferred Name | |
| Address | | | City | State | | Zip |
| Email Address |  | | | | | Application Date |
| Date of Birth *(must be over the age of 18)* | Phone | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Preferred age group** | * Infants * Toddlers * Preschool | * Full time * Part time | * Morning * Afternoon * Flexible | Start day availability: |

**Work History:** Please list the names of your present and/or previous employers with the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | | Job Title | |
| Supervisor | | Phone | |
| May we contact: \_\_\_YES \_\_\_NO (If NO, please explain) | | | Dates of Employment |
| Starting Salary | Ending Salary | | |
| Reason for leaving | | | |
| Employer | | Job Title | |
| Supervisor | | Phone | |
| May we contact: \_\_\_YES \_\_\_NO (If NO, please explain) | | | Dates of Employment |
| Starting Salary | Ending Salary | | |
| Reason for leaving | | | |
| Employer | | Job Title | |
| Supervisor | | Phone | |
| May we contact: \_\_\_YES \_\_\_NO (If NO, please explain) | | | Dates of Employment |
| Starting Salary | Ending Salary | | |
| Reason for leaving | | | |

**Other Experience with children** *(if applicable):*

|  |  |  |  |
| --- | --- | --- | --- |
| **Place** | **Purpose/Job** | **Dates** | **Contact Person** |
|  |  |  |  |
|  |  |  |  |

Have you ever been terminated or asked to resign from any job? \_\_\_YES \_\_\_NO

If Yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education History:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education** | **School Name** | **Graduated** | **# of credits completed** | **Degree/Major:** |
| High School |  | * YES * NO |  |  |
| College |  | * YES * NO |  |  |
| Bus./Tech./Trade |  | * YES * NO |  |  |

**References:**

|  |  |
| --- | --- |
| **1.** | **Name** |
| **Phone** |
| **Email Address** |
| **2.** | **Name** |
| **Phone** |
| **Email Address** |
| **3.** | **Name** |
| **Phone** |
| **Email Address** |

**Emergency Contacts:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Relation | Phone |  |
| Name | Relation | Phone |  |

**Name of children that will (or are currently attending) Kiddie University:**

|  |  |  |
| --- | --- | --- |
| Name | DOB | Age |
| Name | DOB | Age |

|  |  |  |
| --- | --- | --- |
| Have you ever been under investigation for neglect or abuse of children or for any sexual offense (excluding any charges that were fully cleared)? | * Yes | * No |
| Have you ever been convicted of a felony including any involving a suspended sentence? | * Yes | * No |
| Have you ever been convicted of or pled guilty to any offense involving the manufacture, sale, distribution, or possession of an illegal substance? | * Yes | * No |
| If you answered yes, describe the offense, where it occurred and when: | | |

***Application Certification:***

TCA § 71-3-529 states that “each person applying to work with children as a volunteer or as a paid employee with a child welfare agency as defined in § 73-3-501 … may complete an application on a form prescribed or approved by the Department [of Human Services] … It is unlawful for any person to falsify any information required on the application. Knowingly failing to disclose required information shall be deemed to be falsification to the same extent as providing false information. The Department, in cooperation with the Tennessee Bureau of Investigation may … verify the accuracy of the criminal violation information.”

TCA § 71-3-533 states that “a child welfare agency … may require all persons applying to work with children in any capacity … to agree to the release of all investigative records … for the purpose of verifying the accuracy of criminal violation information contained on an application to work or volunteer, and supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation.”

By signing this form, I am affirming that the above statements I have made are true and factual to the best of my knowledge; and I am granting permission for all persons, organizations, or agencies listed above, as well as all investigative agencies and the Tennessee Bureau of Investigation, to be contacted for the express purpose of pre-employment screening.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature Date**