

3. Position: _____ Dates: From _____ To _____
 Employer: _____ Full Time _____ Part Time _____
 Address: _____ Job duties: _____
 Phone: _____
 Immediate Supervisor: _____ Reason for leaving: _____
 Salary: From _____ To _____

4. Position: _____ Dates: From _____ To _____
 Employer: _____ Full Time _____ Part Time _____
 Address: _____ Job duties: _____
 Phone: _____
 Immediate Supervisor: _____ Reason for leaving: _____
 Salary: From _____ To _____

Please describe any volunteer work or other experience related to child care:

REFERENCES:

1. Name: _____ Title: _____ Relationship: _____
 Company: _____ Phone: (W) _____
 Address: _____ (H) _____
2. Name: _____ Title: _____ Relationship: _____
 Company: _____ Phone: (W) _____
 Address: _____ (H) _____
3. Name: _____ Title: _____ Relationship: _____
 Company: _____ Phone: (W) _____
 Address: _____ (H) _____

I understand that I will be required to submit written information to demonstrate that I possess the education, orientation training, staff development, certification, and experience required by the job position.

I hereby certify that the information given in this application is true and complete to the best of my knowledge.

 Signature Date

Employee Reference Check

Telephone Reference Check #1

Prospective Employee's Name:	
Date(s) of Contact:	
Name of Person Contacted:	
Firm Contacted:	
Reference Comments:	
Signature of Person who obtained reference:	

Telephone Reference Check #2

Prospective Employee's Name:	
Date(s) of Contact:	
Name of Person Contacted:	
Firm Contacted:	
Reference Comments:	
Signature of Person who obtained reference:	

EDUCATION AND TRAINING:

1. Name and location of high school: _____
 Highest grade completed: _____ Date of graduation or GED: _____
2. Name and location of College/University: _____
 Dates attended: _____ Number of years completed: _____
 Degree(s) earned: _____
3. Additional training or certification that would be helpful in evaluating your application: _____

EXPERIENCE:

Begin with the current or most recent employment (including military experience). Use additional paper if necessary.

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 May we contact your present employer? _____
2. Position: _____ Dates: From _____ To _____
 Employer: _____ Full Time _____ Part Time _____
 Address: _____ Job duties: _____

 Phone: _____
 Immediate Supervisor: _____ Reason for leaving: _____
 Salary: From _____ To _____