

Discover Zone

A.K.A Christian Care Center

A Ministry of Florence Christian Church
300 Main Street
Florence, Kentucky 41042
(859) 647-5005

APPLICATION FOR EMPLOYMENT

NAME: _____

DATE: _____

POSITION APPLIED FOR: _____

INSTRUCTIONS: Please read carefully. Every item on this form must be answered to the best of your ability. Please print and use a pen. Your qualifications will be carefully reviewed and you will be given thorough consideration for any suitable vacancy. Upon employment, this application will become part of your permanent record with this company. Keep this in mind as you complete it. **Special Note:** You are not required to supply any information that is prohibited by Federal, State, or Local law. We are an Equal Opportunity Employer. You may request assistance to complete this application. **Please fill out each section completely.**

PERSONAL

Name: _____ Telephone Number: _____
First MI Last

Address: _____
Box and Street City State Zip Code

Previous Address: _____ Are you over the age of 18? yes no

Are you legally entitled to work in the United States?*** yes no

Have you ever been convicted of a felony? _____ If yes, explain: _____

EDUCATION

High School: _____
Name Address

Did you graduate? If no, last grade completed _____ GED obtained?

College: _____
Name Address

College: _____
Name Address

Did you graduate? If no, number of hours completed _____ Grade Point Average _____ Degree _____

Major: _____ Minor: _____ If attending, date of graduation: _____

Other Education: _____

Awards, Honors, Leadership Roles: _____

List courses of study or training earned in Early Childhood Education, Child Development, and Elementary Education: _____

EXPERIENCE

List below all present and past employment, beginning with your most recent employer. You may use the back of this sheet if needed.

1. Employer _____ Starting Salary _____ per hour or week
 Address _____ Last Salary _____ per hour or week
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for leaving _____
 Dates Employed _____ To _____
 For Job Reference, Call: _____ At _____

Please do not contact this employer. ***

2. Employer _____ Starting Salary _____ per hour or week
 Address _____ Last Salary _____ per hour or week
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for leaving _____
 Dates Employed _____ To _____
 For Job Reference, Call: _____ At _____

Please do not contact this employer. ***

3. Employer _____ Starting Salary _____ per hour or week
 Address _____ Last Salary _____ per hour or week
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for leaving _____
 Dates Employed _____ To _____
 For Job Reference, Call: _____ At _____

Please do not contact this employer.

GENERAL EMPLOYMENT INFORMATION

Type of employment sought: ___regular full time ___regular part time ___temporary ___seasonal ___as needed

Salary expected: _____hour or _____week

Were you previously employed by this company: _____If yes, when: _____ to _____

List names of relatives currently employed by Florence Christian Church or a Ministry thereof: _____

Indicate hours you are available to work on the following days (or check Anytime if you have no restrictions):

Monday	Tuesday	Wednesday	Thursday	Friday
___to___	___to___	___to___	___to___	___to___
___Anytime	___Anytime	___Anytime	___Anytime	___Anytime

Will you need child care for your children while working? _____yes _____no

Number of Children: _____ Names: _____
Ages: _____

In the following space, please describe what skills or talents you can contribute to this program:

CONDITIONS OF EMPLOYMENT

Read carefully and sign below.

This company does not discriminate on the basis of race, color, religion, sex, national origin, citizenship, age marital status, or disability.

The facts as stated on this application are true and correct. I understand that, if employed, false statements on this application may cause my immediate dismissal.

I authorize such background and personal reports as deemed necessary to verify that the information I have supplied is true and accurate and to determine my fitness for this job. A copy of this authorization is as valid as the original.

I understand that I may be required to work overtime as a condition of being employed here.

I understand that neither this application nor any communication by a management representative is intended to create or does create a contract of employment, offer, or promise of employment. I acknowledge that if hired by the company, employment is on an at will basis. This means the company is free to terminate my employment at any time, with or without cause or advance notice, in accordance with State Law and acceptance of employment is not a contract of employment for any specified time. Similarly, I am free to terminate my employment with the company at any time for any reason. This at will provision may be modified or waived only in a written agreement signed by an authorized representative of the company and me. I agree to conform to the rules and regulations of the company and I understand that the company has complete discretion to modify such rules and at any time except that it will not modify its policy of employment at will.

Upon separation of employment, I authorize this company to withhold from my final pay check any monies owed to them by me.

DATE _____ SIGNATURE _____

AUTHORIZATION FOR CRIMINAL RECORD CHECK

I am being considered for volunteer employment at the Florence Christian Church/The Zone Child Care Programs. I authorize their representative to conduct a criminal record check through the Administrative Office of the Court and the Cabinet for Families and Children. In the event I have not resided in the Commonwealth of Kentucky for Five years I give further permission for a background check to be completed from the state(s) I resided in prior to Kentucky.

FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A CRIMINAL RECORD CHECK AS A CONDITION OF EMPLOYMENT.

My signature below is a request to any local, state, or federal law enforcement agency to release whatever information is requested by the employer representative. You further state that: please initial ___ I have not been convicted of any crimes against children. ___ I have not had in the past nor do I have any ongoing substantiated claims of child abuse or neglect. ___ I am not a registered sex offender, nor have I any criminal activity of sexual nature.

DATE _____ SIGNATURE _____

AUTHORIZATION FOR EMPLOYMENT REFERENCE CHECK

Please list below two business references who can attest to your skills, knowledge and experience, that will contribute to your success in the position for which you are applying.

NAME _____
ADDRESS _____

TELEPHONE () _____
OCCUPATION _____

NAME _____
ADDRESS _____

TELEPHONE () _____
OCCUPATION _____