



APPLICATION FOR EMPLOYMENT

NAME: _____ DATE OF APPLICATION _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

How did you hear about Open Arms? _____

EDUCATION

Name of High School attend(ed): _____

Highest grade completed: _____ G.E.D.: _____

Name of University, College or Business School attend(ed): _____

Major? _____ # of completed credit hours: _____ Degree(s) earned? _____

Do you have a current C.D.A. Credential? _____

List completed child-related education courses or attach transcript(s):

COURSE TITLE	NAME OF SCHOOL OR ORGANIZATION	# OF CREDITS
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYMENT EXPERIENCES

(List most recent experiences first)

Employer Name: _____

Address: _____ Dates employed From: _____ To: _____

Job Title: _____ Describe duties: _____

Contact Name: _____ Phone #: _____ May we contact? _____

Employer Name: _____

Address: _____ dates from _____ to _____

Job Title: _____ Describe duties: _____

Contact Name: _____ Phone #: _____ May we contact? _____

Employer Name: _____

Address: _____ dates from _____ to _____

Job Title: _____ Describe duties: _____

Contact Name: _____ Phone #: _____ May we contact? _____

Describe any additional experiences working with young children and/or group care of children.

Experience with Children	Dates	Age of Children
_____	_____	_____
_____	_____	_____

Name of church in which you are currently an active member? _____

Circle Employment Desired: Full Time Only - Part Time Only - Full or Part Time - Substitute Position

Are you over the age of 18? _____ Yes _____ No

Have you ever filed an application with us before? _____ Yes _____ No

Have you ever been employed with us before? _____ Yes _____ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? _____ Yes _____ No

Are you able to meet the physical requirements of the position that you are applying for? _____ Yes _____ No

Do you have reliable transportation to work? _____ Yes _____ No

Have you ever been convicted of a felony? _____ Yes _____ No

On what date would you be available to work? _____

Have you ever been convicted of or are you the subject of pending charges of any crime *within* the Commonwealth of Virginia? _____ Yes (convicted in VA) _____ Yes (pending in VA) _____ No

Have you ever been convicted of or are you the subject of pending charges of any crime *outside* the Commonwealth of Virginia? _____ Yes (convicted outside VA) _____ Yes (pending outside VA) _____ No

Have you ever been the subject of a founded complaint of child abuse or neglect *within* the Commonwealth of Virginia? _____ Yes (in Virginia) _____ No (in Virginia)

Have you ever been the subject of a founded complaint of child abuse or neglect *outside* the Commonwealth of Virginia? _____ Yes (outside Virginia) _____ No (outside Virginia)

If you have answered yes to any of the above questions, please explain below:

PROFFESIONAL REFERENCES

(Please list two)

Name: _____ Company: _____ Relationship: _____ Phone: _____

Name: _____ Company: _____ Relationship: _____ Phone: _____

I hereby certify that the above statements are true and give my permission for any verification. I understand that falsification, misrepresentation or omission of facts will be sufficient cause for refusal of employment or cause for dismissal.

Applicant Signature: _____ Date: _____

THIS SECTION FOR OFFICE USE ONLY:

DATE INTERVIEWED: _____

HIRE DATE: _____

START DATE: _____