

Prince of Peace Early Education Center Application for Employment

Date _____

Name _____

Address _____ City _____

State _____ Zip _____ Email _____

Home Phone _____ Cell Phone _____

To what organizations do you belong (Professional or Educational)? _____

Your hobbies, interests & recreation? _____

What prompted you to apply here? (circle one) Advertisement

Own Accord Referred Employee Referral

Position applied for? _____

When could you report for work? _____

Minimum acceptable salary? _____

Are you available for substitute work? _____

Name & Address of High School _____

College & Major _____

Degrees _____

Are you planning to further your education & when? _____

Other Special Training Courses _____

Diploma or Certification (please specify) _____

Indicate Last 3 Employers	Dates	Salary
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Name _____

Address _____

Phone _____

Supervisor's Name _____

Reason for Leaving _____

Name _____

Address _____

Phone _____

Supervisor's Name _____

Reason for Leaving _____

Name _____

Address _____

Phone _____

Supervisor's Name _____

Reason for Leaving _____

Do you have any special talents? _____

Do you play any musical instruments? _____

Do you like to sing? _____

References:
(Not including relatives or former supervisors)

Name _____ Address _____
Occupation _____ Telephone _____

Name _____ Address _____
Occupation _____ Telephone _____

Name _____ Address _____
Occupation _____ Telephone _____

Clerical Experience
(check the ones that apply)

Bookkeeping _____ Filing _____ Microsoft Word _____
Microsoft Excel _____ Laminator _____ Internet _____
Customer Service Skills _____ Power Point _____
Copy Machine _____ Other _____

_____ I authorize the prospective employer to inquire as to my record of any or all persons and of my former employers. In the event of my employment with the Prince of Peace EEC, I agree to comply with the rules and regulations governing my employment. In the event I should terminate my employment, I agree to file my resignation in writing at least two weeks prior to the date effective.

_____ It is my understanding that the first three months of my employment are probationary, and if my services have not proved satisfactory, my employment may be discontinued on a week's notice without prejudice.

_____ It is my understanding that applicants must be able to meet the physical demands of a childcare setting. Examples: lifting up to 35 lbs., standing for long periods of time, exposure to a variety of childhood illnesses, etc

I attest with my signature below that the information on this application is true. If at any time the information is discovered to be false, termination proceedings are possible.

Applicant's Signature _____

DO NOT WRITE ON THE SPACE BELOW

Date to start work _____ Temporary _____

Program _____ Position _____

Replaces _____ Salary _____

Remarks _____

