

EMPLOYMENT APPLICATION



Last Name	First	Middle	Date
Street Address			Home Telephone
City	State	Zip Code	Cellular Telephone
Position Desired			Social Security Number
Have you ever been employed with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" When? _____ Position: _____			Pay Desired \$ _____ <input type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> MO <input type="checkbox"/> YR
Supervisor: _____			When available to begin work? _____
Are you legally eligible for employment in the United States? _____			Will you work? <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Extended Hr
If you are UNDER 18 years of age, enter current age: _____			Do you desire? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Either
For a driving position provide: License# _____ Type: _____ Expiration Date: _____			Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you speak any language other than English? <input type="checkbox"/> Yes <input type="checkbox"/> No Which? _____			If Yes, with what employer? _____

Education

School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Prospective employees will receive consideration without discrimination based on race, religion and genetic information, color, gender, sexual orientation, age, national origin, disability, veteran status or any condition prescribed by state or local law. The Association for Supportive Child Care is an Equal Employment Opportunity Employer.

Employment History

Begin with the most recent employer.

Company Name	Telephone
Address	Employed – (Month & Year) From / / To / /
Name of Supervisor	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title and Describe Duties	Pay Period <input type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> MO <input type="checkbox"/> YR
Reason for Leaving	Start End \$ \$

Company Name	Telephone
Address	Employed – (Month & Year) From / / To / /
Name of Supervisor	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title and Describe Duties	Pay Period <input type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> MO <input type="checkbox"/> YR
Reason for Leaving	Start End \$ \$

Company Name	Telephone
Address	Employed – (Month & Year) From / / To / /
Name of Supervisor	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title and Describe Duties	Pay Period <input type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> MO <input type="checkbox"/> YR
Reason for Leaving	Start End \$ \$

Company Name	Telephone
Address	Employed – (Month & Year) From / / To / /
Name of Supervisor	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title and Describe Duties	Pay Period <input type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> MO <input type="checkbox"/> YR
Reason for Leaving	Start End \$ \$

Training

Describe any special training, additional education, technical schools or software knowledge relevant to the position for which you are applying.

Additional Information

List special accomplishments, publications, membership in professional and civic organizations, awards, etc.
(Exclude those which may disclose your race, color, religion, gender, age or national origin)

References

List Three Supervisor References Only

Name and Occupation	Address	Telephone Number
(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____

Please read and understand this statement before signing your application.

I affirm that the information set forth in this application is true, complete and accurate. False, incomplete, omitted or misrepresented information of any kind, will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the Association for Supportive Child Care and/or its assigns to investigate my personal history, education institution, references, previous employers or any other party to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my application, I waive all rights and claims I may otherwise have against the employer or its representative, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

The Association for Supportive Child Care may do a comprehensive “background investigation” regarding the accuracy of my employment application, not excluding a Driver’s Record, Financial Inquiry Report, and other such investigative searches. Inquiries as to my character, general reputation, personal characteristics and work habits will be included and I hereby release and hold harmless the Association for Supportive Child Care, their assigns and other institutions/companies and their assigns from any and all liability which might otherwise be incurred by gathering and/or furnishing such information. I understand that a physical examination, drug and alcohol use test, and/or a pre-employment personality/performance profile review may be required.

This application is not an employment agreement. If I accept an offer of employment, I understand that I will be an “employee at will” meaning either I or the employer may terminate my employment at any time, with or without cause and without prior notice, unless otherwise required by law.

I fully understand and accept all terms and conditions in the above statement.

Signature

Date

EMPLOYMENT POLICIES AND PRACTICES

Employment with the Association for Supportive Child Care (Agency) requires certain standards for its personnel and for the services to be delivered. In order to assure an equal opportunity for the Agency's personnel, certain hiring and employment policies and practices have been put in place. Included among these hiring and employment policies and practices are:

Insurance Requirements To meet the agency insurance requirements, a copy of your most recent 39-month Motor Vehicle Record, current driver's license and auto insurance card is required to be submitted upon hire and as requested throughout your employment. No more than one (1) at-fault accident or two (2) moving violation tickets that are not listed under the "major ticket" category, as defined by ASCC insurance company (list available upon request) may be on your 39-month driving record.

Background Investigation In order to learn as much about the applicant as possible, the Agency engages in background checking which may include communication with various agencies and organizations. In this regard, inquiries may be made with courts, law enforcement, credit reporting agencies, former employers and educational institutions. You may be required to sign Information Release Authorization permitting background investigations. Not all agencies or organizations may be contacted for each applicant, but if you have reservations about background checks, then you should not fill out an application.

Sexual Harassment Sexual and other harassment will not be tolerated and will be grounds for immediate termination. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Other prohibited harassment may be based on race, color, religion, pregnancy, age, national origin or ancestry, sexual orientation, gender, physical or mental disability, genetic characteristics, veteran status or any other consideration protected by applicable federal, state or local law. Prohibited harassment can include unwelcome or inappropriate touching, comments, jokes, derogatory remarks, emails, epithets, slurs, cartoons, etc."

Use of Computer Systems The computer and word processing systems at the Agency are for business/work purposes only. Games, personal communication and other non-work use are not permitted except with expressed permission, in advance, by the Agency. Information placed on the computer is considered stored electronic data and is the property of the Agency. No employee will have computer data or data transmission privacy. The Agency retains the right to inspect any data or messages kept, stored or transmitted over the system. I understand that I have no expectation that anything I do or put on the Agency's computer or electronic systems is private and may not be seen by the Agency.

Electronic Mailing (E-Mail) Internal electronic mailing systems, as well as external electronic mailing systems, or other electronic mailing systems that interact with the Agency, are for business and/or work purposes only. Games, personal communication and other non-work use are not permitted except with expressed permission, in advance, by the Agency. E-mail is considered stored electronic communications and is the property of the Agency. No employee will have any E-mail or other computer transmission privacy. The Agency retains the right to inspect messages transmitted over the system.

Policies and Rules The Agency utilizes basic common sense rules, standards, guidelines, and practices in the day-to-day work requirements and employment. Both written and unwritten standards of employment and job performance are in effect. The rules, standards, guidelines and practices (often times referred to as "policies") may be amended or rescinded from time to time at the discretion of the Agency. These "policies" are not intended to and do not constitute any contractual relationship.

Drug Testing In order to assure a drug-free work environment, subject to applicable state law, the Agency prohibits the use, sale, transfer, being under the influence and/or reporting to work after using or ingesting illicit drugs (including alcohol). The Agency reserves the right to inspect and search any of its premises or any personal property. The Agency also may require employees to submit to and successfully pass drug tests as a condition of employment. If you cannot or do not wish to adhere to these policies and practices, you should not accept employment with the Association for Supportive Child Care.

Initial here as agreed to and accepted _____