Oakbrook Preschool

Date of Application_____ Position Desired_____

Date Available_____ Hours Available_____

Last Name_____ First Name_____ Middle Initial_____ Maiden_____

Home Address_____

Home Telephone_____ Cell Phone_____

Email_____

Are you a citizen of the United States? _____

If not, do you have a Visa to work in the U.S.?_____ What type of Visa classification? _____

Visa Registration Number? _____ Expiration Date: _____

Education	**Address**	**Dates Attended, Professional Certificate Undergraduate College or University, Other Professional Degrees**
High School		
Trade School		
Technical School		
College		
Other		

How many years of experience do you have working in childcare? _____

Please list any child care and development training courses you have completed in the past: _____

_____

_____

Have you had CPR in the past two years? _____ Expiration date: _____

Have you had First Aid in the past three years? _____ Expiration date: _____

The department of Human Resources requires annual child care training, are you willing to participate in completing these required classes? _____

Do you have a criminal record? _____ If yes, explain_____

_____

Have you ever been shown by credible evidence, E.G.A Court order or jury, a department investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as result of intentional or grossly negligent misconduct? _____ If yes, explain_____

_____

_____

Employment History

Begin with your current or last employer. If you have been unemployed for any time within the past ten years, list how you spent this time (i.e. student, housewife, etc.)

Company Name_____ Telephone_____

Address, City/State_____

Name of Supervisor_____

Job Title_____

Work Duties_____

Month/Year Employed **From** _____**To** _____

Reason for leaving _____

Company Name_____ Telephone_____

Address, City/State_____

Name of Supervisor_____

Job Title_____

Work Duties_____

Month/Year Employed **From** _____**To** _____

Reason for leaving _____

Company Name_____ Telephone_____

Address, City/State_____

Name of Supervisor_____

Job Title_____

Work Duties_____

Month/Year Employed **From** _____**To** _____

Reason for leaving _____

Company Name_____ Telephone_____

Address, City/State_____

Name of Supervisor_____

Job Title_____

Work Duties_____

Month/Year Employed **From** _____**To** _____

Reason for leaving _____

May we contact your present employer to verify employment? _____

If no, explain_____

May we contact your previous employers to verify employment? _____

If no, explain _____

_____

Signature Date

Oakbrook Preschool considers all applications without regard to an applicant's race, color, creed, religion, age, gender, national origin, pregnancy, veteran status and/or disability or other legally protected class. Under the Americans with Disabilities Act of 1991, this program is required to reasonably accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing interviews and actual employment, but only if the program supervisor is made aware that an accommodation is required. If you are disabled and require accommodation, you may request it at any time during the interview process. You are obligated to inform the program director of your needs if it will impact your ability to perform the job for which you are applying. I certify that all information on this application is correct. I have not given any false statement concerning my qualification requirements.

_____ _____

Signature Date

FOR OFFICE USE ONLY

Reference Checks

Employer/ Person Contacted_____

Results _____

_____

Employer/ Person Contacted_____

Results _____

_____

Employer/ Person Contacted_____

Results _____

_____

Employer/ Person Contacted_____

Results _____

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Interview Results/Notes

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