

# THE CHILDREN'S CENTER OF HAMDEN, INC.

1400 Whitney Avenue, Hamden, CT 06517

(203) 248-2116

## APPLICATION FOR EMPLOYMENT

The Children's Center of Hamden, Inc. is an equal opportunity employer and does not unlawfully discriminate against applicants or employees because of race, color, religion, gender, age, sexual orientation, marital status, national origin ancestry, veteran status, or mental or physical disability or handicap.

<b>PLEASE PRINT ALL INFORMATION except signature</b>				DATE _____	
Name _____					
Last		First		Middle	
Present address _____					
Number		Street		City State Zip	
Telephone (    ) _____					
HAVE YOU EVER BEEN EMPLOYED HERE? ( ) yes ( ) no					
If you were employed or attended school under a different name, please include: _____					
Are you 18 years of age or older? ___ YES ___ NO					
Are you lawfully eligible to work in the United States? ___ YES ___ NO.					
Federal law requires all employees to provide documentation of identity and employment eligibility.					
Position Desired _____				Childcare Worker/Counselor or Shift Preference:	
(Be specific)				1 <sup>st</sup> 6:30 a.m. - 2:30 p.m. <input type="checkbox"/>	
				2 <sup>nd</sup> 2:30 p.m. -10:30 p.m. <input type="checkbox"/>	
				3 <sup>rd</sup> 10:30 p.m. – 6:30 a.m. <input type="checkbox"/>	
Days Available: <input type="checkbox"/> Sun. <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat.					
TYPE OF EDUCATION	NAME OF SCHOOL	LOCATION (Complete mailing address)	# OF YEARS COMPLETED	COURSES OR DEGREE	
High School					
College					
Bus. or Trade School					
Other					
Do you hold any professional licenses? [ ] YES [ ] NO					
If so, are you registered/certified? 1) In Connecticut? [ ] YES [ ] NO Registration Certification # _____					
2) In other states? [ ] YES [ ] NO Registration Certification # _____					
State briefly why you feel qualified for this position:					
_____					
The following information will only be considered relevant to the position for which you are applying.					
Motor Vehicle Operator's License # _____ State _____ Is license valid [ ] YES [ ] NO					
Have you ever been convicted of any criminal offense? <input type="checkbox"/> No <input type="checkbox"/> Yes If YES, provide details:					
Note: A record of a criminal conviction is not an automatic bar to employment. Factors such as the nature of the offense, the date of the offense, and the applicant's degree of rehabilitation will be taken into consideration by The Children's Center of Hamden, Inc.					
Have you ever been convicted of a violation of a child abuse law? <input type="checkbox"/> No <input type="checkbox"/> Yes					
Have you ever had substantiated charges through the Department of Children and Families? <input type="checkbox"/> No <input type="checkbox"/> Yes					
Note: The Children's Center of Hamden, Inc. does a police check on all employees, including records specifically related to child abuse.					

Starting with most recent position, state your last 3 employment experiences:			
<b>Name of employer</b> <b>Address</b> City, State, Zip Code  Phone number	<b>Supervisor's Name</b>	<b>Employment dates</b>	<b>Pay or salary</b>
	Supervisor's Phone #	From  To	Start  Final
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Position or Title	
Reason for leaving (be specific)			
Describe your duties and responsibilities:			
<b>Name of employer</b> <b>Address</b> City, State, Zip Code  Phone number	<b>Name of last supervisor</b>	<b>Employment dates</b>	<b>Pay or salary</b>
		From  To	Start  Final
		Your Last Job Title	
Reason for leaving (be specific)			
Describe your duties and responsibilities:			
<b>Name of employer</b> <b>Address</b> City, State, Zip Code  Phone number	<b>Name of last supervisor</b>	<b>Employment dates</b>	<b>Pay or salary</b>
		From  To	Start  Final
		Your last job title	
Reason for leaving (be specific)			
Describe your duties and responsibilities:			
U.S. Military Service: Branch of Service: _____ Dates of Service: From _____ To _____			
How were you referred to The Children's Center of Hamden, Inc.? (Give name of newspaper, school, etc.) _____			
Do you have any relatives or friends who work for The Children's Center of Hamden, Inc.? Names: _____			
Please list the names of two individuals, other than relatives, who would be able to provide references about you.			
<b>NAME</b>	<b>ADDRESS &amp; PHONE</b>	<b>BUSINESS OR OCCUPATION</b>	
_____	_____	_____	
_____	_____	_____	

I understand that The Children's Center of Hamden, Inc. follows an "Employment at Will" policy, in that I or The Children's Center of Hamden, Inc. may terminate my employment at any time and for any reason. I understand that this application is not a contract of employment. I further understand that no representative of The Children's Center of Hamden, Inc. is authorized to make any oral or written representation contrary to this "Employment at Will" policy and that such representations, if made, are not binding on The Children's Center of Hamden, Inc.

I also understand, if offered employment, that I am required to submit to drug testing and will be required to complete a physical exam and, if applicable, a physical demand screen. The Children's Center of Hamden, Inc. also reserves the right to test employees where reasonable suspicion of drug/alcohol usage, adversely affecting job performance, exists.

I, the undersigned, also certify that the information provided in this application is true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or falsification of this information may be cause for denial of employment or immediate dismissal.

I, also authorize The Children's Center of Hamden, Inc. to contact my former employers and schools to investigate my work history and qualification for the position for which I am applying. I release all parties involved from any liability arising there from.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant