



Trinity Family Learning Center Application for Employment

Personal Data

Name _____
Last First MI Social Security Number Date of Application

Address _____
Street City State Zip Code

Home Phone _____ Cell Phone _____

May we contact you at work? Yes No Work Phone _____

To assist us in verifying past education/employment, please indicate if you were enrolled/employed under a different name than used on this application.

Are you at least 16 years of age? Yes No

Are you authorized to work in the United States?
(if hired, you will be required to provide proof of your employment eligibility) Yes No

Have you **ever** been under investigation for the neglect or abuse of a child
or for **any** sexual offense (excluding charges that were fully cleared)? Yes No

Have you ever been convicted of any crime including misdemeanor, felony or
other violations of the law? (Do not include minor traffic violations, i.e.
speeding tickets, parking tickets.) Yes No

If you answered yes to the above two questions, please provide dates and circumstances _____

General Information

Position for which you are applying _____

Full time _____ Part time _____ Either _____ Acceptable salary range _____

Hours available _____ Date available _____

Who referred you to Trinity Family Learning Center? _____

Educational Background

	Name and Address	Dates	Graduate?	Degree and/or Major
High School				
College				
College				
Other				

Skills and Certifications

Please check the skills or certifications that you have:

- Keyboarding (typewriter or computer) CPR Training
 Commercial Driver's License (CDL) First Aid Training
 Child Abuse and Neglect Training Signs and Symptoms of Illness Training
 Computer Proficiency (please list software used) _____

Please indicate below any other skills/abilities/certifications that you possess:

Employment History

May we contact your present employer for a reference? ___Yes ___No

In considering your application for employment, your complete work history for the previous 7 years will be reviewed. Please list current or most recent employment first. Follow with all other previous places of employment during the previous 7 years even if the jobs are not directly related to the job for which you are applying. Include military service if applicable. Additional sheets for listing your work history are available if needed. This section must be completed in its entirety, even if supplemented by a resume.

Name of Employer	Location: Street, City, State			Telephone Number
Dates Employed From: To:	Name of Supervisor			Current or Final Salary
Job Title	Full-time	Part-time	Job Duties	
Reason for Leaving				

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References (please do not list relatives)

Name	Type of Reference (Work, School, Other)	Address (City, State, Zip)	Telephone Number(s)

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I am aware that a criminal history record check is made on all employees.

I understand that I will be required to undergo testing for the use of illegal/illicit drugs if offered a position and that failing this test will disqualify me for employment with the Trinity Family Learning Center.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview may result in termination. I understand also that I am required by law to abide by all rules and regulations of this program.

Signature of Applicant

Date