**EMPLOYMENT APPLICATION**

TODAY’S DATE: / /

5000 CONNER

DETROIT, MI 48213

(313)331-1444

**EQUAL EMPLOYMENT OPPORTUNITY:**

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| **This application is not, by any means an employment contract** but merely is intended to evaluate suitability for employment, The Nest Child Care and Parent Institute is an **EQUAL OPPORTUNITY EMPLOYER.** We hire and promote without regard to race, color, sex, national origin, religion, age or mental or physical handicaps unrelated to job performance. Thank you for choosing The Nest Child Care and Parent Institute in your career path. We are dedicated to hiring professionals who are energetic, motivated, and possess integrity. Applicants must show they understand and are able to meet the following requirements for employment by *initialing each item below*.  \_\_\_\_ High School Graduate or G.E.D recipient  \_\_\_\_ Negative TB Test and will provide current medical documentation  \_\_\_\_ United States Citizen, or legally authorized to work in the United States  \_\_\_\_ Will provide Social Security Card or Birth Certificate  \_\_\_\_ Will submit to drug and alcohol testing as required  \_\_\_\_ Will complete an FBI criminal background check  \_\_\_\_ Will complete a Child Maltreatment Central Registry check with DHS  \_\_\_\_ Physically able to safely supervise young children and perform necessary job functions  \_\_\_\_ Will maintain professional appearance and conduct at all times |

**(Please print all information in black or blue ink)**

**PERSONAL INFORMATION:**

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| Full Name: Home Ph: Cell Ph: |
| Current Address: DOB: |
| Email: Driver’s Lic#/Expiration: SSN: |

Are you at least 18 years of age? ⬜ Yes ⬜ No Are you a U.S. citizen? ⬜ Yes ⬜ No

How did you learn about this position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you applied with this organization before? ⬜ Yes ⬜ No Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a current or former parent? ⬜ Yes ⬜ No Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a valid driver’s license? ⬜ Yes ⬜ No

Do you have reliable transportation to get to work? ⬜ Yes ⬜ No

**POSITION APPLYING FOR:**

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| Employment Desired: ⬜ Full-time only ⬜ Part time only ⬜ Full or Part time ⬜ On Call  Position Desired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Hourly Rate Desired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Hours Available: Mon: \_\_\_\_\_\_\_\_\_ Tues: \_\_\_\_\_\_\_\_\_ Wed: \_\_\_\_\_\_\_\_\_\_ Thurs: \_\_\_\_\_\_\_\_\_\_ Fri:\_\_\_\_\_\_\_\_\_\_  Are you seeking temporary or permanent work? ⬜ Yes ⬜ No |

**EDUCATION/SKILLS:**

**A.** List your last three (3) schools attended, starting with most recent. **B.** List number of years completed. **C.** Indicate degree/diploma earned, if any. **D.** Grade Point Average (GPA) or class rank. **E.** Major or minor field of study (if applicable).

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| --- | --- | --- | --- | --- | --- |
| **School** | **B.**  Years Completed | **C.**  Diploma/Degree | **D.**  GPA | **E.**  Major | **E.**  Minor |
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List below any workshops or additional training experience in early childhood education, child development and/or family relationships that you have taken.

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| --- | --- | --- | --- |
| **Date** | **Workshop Name/Description** | **Hours Attended** | **Educational Institution** |
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**EMPLOYMENT HISTORY (List all employers, assignments or volunteer activities you have had in the last 7 years; beginning with most recent):**

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| --- | --- | --- | --- | --- |
| Employer Name/Address | Dates of Employment | Supervisor’s Name/Phone | Position Held and Job Duties | Reason for leaving |
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Please describe any **other** work or volunteer experiences you have had that relates specifically to the position for which you are applying, if you have not already listed that experience:

**3 PERSONAL REFERENCES (do not list family or previous employers):**

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| --- | --- | --- | --- |
| Name | Address | Phone Number | Relationship (ie. Coworker, friend) |
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**OFFENSES (Criminal background checks will be conducted on all applicants).**

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| Have you ever pled guilty, no contest or been convicted of any criminal offense? ⬜ Yes ⬜ No  If yes, explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Has a report of child maltreatment, abuse, or neglect ever been made against you? ⬜ Yes ⬜ No  If yes, explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Has a court ever denied parental, custodial, or visitation rights as a result of neglect or abuse of a child? ⬜ Yes ⬜ No  If yes, explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  While employed in a childcare program, have you ever been the subject of disciplinary action or been responsible for a child care facility receiving an administrative or disciplinary action? ? ⬜ Yes ⬜ No  If yes, explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ACKNOWLEDGEMENT STATEMENT (Please read carefully before signing this document)**

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| 1. I authorize the investigation of all statements contained in this application, including any attachments and supporting documents or interview and release from all liability any person or employers supplying such information, and also release the organization from any liability that might result from making that investigation. 2. I certify that the answers and information given herein are true, complete and accurate to the best of my knowledge, I understand that any falsification, misrepresentation or omission of facts on this application, (or any required documents) will be cause for denial or dismissal of employment, regardless of when or how discovered. 3. I agree if I am offered and accept a position, to conform to all existing and future Nest Child Care and Parent Institute rules and regulations, and understand that this organization reserves the right to change wages, hours, policies, and working conditions as deemed necessary.  **I ALSO UNDERSTAND THAT, IF HIRED, MY EPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME FOR ANY REASON.** 4. I acknowledge that it is part of the Nest Child Care and Parent Institute employment practices to conduct a background check and/or fingerprints prior to employment. 5. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, I will be required to fill out an Immigration & Naturalization Form I-9 as valid proof of identity and eligibility to work in order to comply with Immigration Reform and Control Act of 1986. 6. I have read and reviewed the information provided in this application and the above statements. By signing this application for employment I certify that I understand all parts of it and have answered all questions completely and fully. 7. Nest Child Care and Parent Institute is dedicated to the protection of children. We have strict child abuse policies and procedures in place and regularly train our staff in child sexual abuse recognition and prevention.     An application form sometimes makes it difficult to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. |

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| **Office Use Only:** | |
| Date Submitted: Time: | Position: |
| Director Proceed + or -  Interview: | Date Hired: |

Applicant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­