



Community Day Care Employment Application

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, veteran status, disability or any other legally protected status. It is Community Day Care's policy to not discriminate against qualified individuals with disabilities and to provide reasonable accommodations as required by applicable law.

Applicant Information

Position(s) Applied For: _____ Date Available: _____

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

	YES	NO	
Are you legally authorized to work in the U.S.?	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO	
Are you under the age of 18?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please state your age _____
	YES	NO	
Are you able to meet the physical requirements of this position with or without reasonable accommodation?	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO	
Are you willing to work overtime if required?	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO	
Are you able to get to work and on time for each shift?	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO	
Have you ever worked for Community Day Care before?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, when? _____
	YES	NO	
Have you ever been convicted of, or plead guilty or no contest to, a crime?*	<input type="checkbox"/>	<input type="checkbox"/>	If yes, explain. _____

*Please note that this includes any misdemeanor or felony conviction, including Driving Under the Influence or related charges. A conviction does not automatically preclude you from employment with our Company. The Company considers criminal history within the context of individual positions, severity of the crime(s), and the time that has elapsed since conviction(s).

Availability

What is your availability for work? _____ Very flexible; able to work whenever needed
 _____ Somewhat flexible; able to work 3-4 days per week
 _____ Somewhat limited; able to work 2-3 days per week
 _____ Very limited; able to work on specific days and times

Hours Available Per Week: _____ 34 - 40 Hours
 _____ 28 - 34 Hours
 _____ 20 - 28 Hours
 _____ Less Than 20 Hours

Other Availability: (check all that apply)

_____ Able to work at other locations if need arises
 _____ Able to work split shifts (two short shifts in the same day)

Education

High School: _____ City/State: _____
Did you graduate? YES NO Relevant Courses: _____

Trade School/Other: _____ City/State: _____
Did you graduate? YES NO Degree/Courses: _____

Do you have any CNA or HHA certifications? YES NO City/State: _____
School/Date Received: _____

Is your certification current? YES NO Expiration Date: _____ State of Issue: _____

Manager/Operator License? YES NO Date of License: _____

Previous Employment

Company: _____ Phone: () _____
City/State: _____ Supervisor: _____ Duties: _____
Job Title: _____ Reason for Leaving: _____

From: _____ To: _____ May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
City/State: _____ Supervisor: _____ Duties: _____
Job Title: _____ Reason for Leaving: _____

From: _____ To: _____ May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
City/State: _____ Supervisor: _____ Duties: _____
Job Title: _____ Reason for Leaving: _____

From: _____ To: _____ May we contact your previous supervisor for a reference? YES NO

References

Professional References Only

Name & Address: _____
Phone Number: _____ Years Acquainted: _____

Name & Address: _____
Phone Number: _____ Years Acquainted: _____

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____

Release and Acknowledgment

I certify that all information I have provided on this application is truthful and complete. I understand and agree that the information provided on this application and other Background Information is of material importance to Community Day Care and that if I have given any false information or have omitted any material facts under any circumstances, I may not be hired, or if hired, I may be discharged immediately upon discovery of such false statements or omissions, regardless of how much time has passed between the date of my hire and the discovery of such misrepresentations.

I understand and agree that if I am made an employment offer it will be contingent on my successfully passing a background check. I also understand and agree that successfully passing a pre-employment physical and other assessments as necessary may be required for the position I am applying for.

I recognize that investigative background inquiries are to be made by Community Day Care and/or its third-party designee on myself including consumer, criminal, driving, employment and education history, and other reports. These reports and records will be used for the purposes of making personnel decisions or investigating certain incidents and will include information as to my work habits, performance, character, credit worthiness, experience, and reasons for termination of past employment from previous employers. To the extent such inquiries and requests of Background Information constitute "Consumer Reports" under the Fair Credit Reporting Act, 15 U.S.C. §1681 *et seq.*, then such inquiries and requests of information shall be in compliance with the Fair Credit Reporting Act (the "FCRA"), to the extent applicable. Pursuant to the FCRA, I may make a written request to you to make a complete and accurate disclosure of the nature and scope of any investigation which may be governed by the FCRA.

I hereby request that all former employers, educational institutions, references provided on this application, reporting agencies, and any other custodian of Background Information, give all information concerning my previous employment, education, and/or pertinent information they may have, personal or otherwise, to Community Day Care and I hereby consent to the release of such Background Information and release all such parties from all liability for any damage that may result from the furnishing of same to Community Day Care or third party designee. I authorize, without reservation, any party or agency contracted by Community Day Care to furnish the above mentioned information.

I acknowledge that if I am hired I know that my employment with Community Day Care is at-will. This means that both Community Day Care and I are free to terminate employment at any time, with or without reason or notice. No employee of Community Day Care can alter this at-will employment policy, or enter into an employment contract for a specified period of time, or make any agreement contrary to this policy, without written approval from Community Day Care.

In Consideration of my employment, I hereby waive the statute of limitation(s) that apply to any employment related claim(s), and instead agree not to bring any claim or demand against any party more than 180 days from the date of my separation of employment with the employer, or from the date of any event that is alleged to give rise to the claim or demand. To the extent a 180 day period is determined to be invalid by a court of competent jurisdiction for any claim(s), I agree that a 365 day statute of limitations shall apply for such claims.

Lastly, Community Day Care is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law. Michigan law requires a person with a disability or handicap requiring accommodation to perform the essential job duties, notify the employer in writing within 182 days of the date the need is known or should have been known.

Signature

Date

Date Hired

For Company Use Only