

# Application for Employment



### For OCP Use Only

Resume: Y / N  
 Application Complete: Y / N  
 Date Received:

## PERSONAL INFORMATION

Name (First)	(Middle)	(Last)
Home Address		Phone
Birthdate	SS#	Email
Position for which you are applying:		

## EDUCATION ( Attach documentation of qualifying education )

	Place	Dates	Diploma, Certificate or Degree
Secondary			
College			
Other			

Please attach a description of your experience with groups of children. Indicate ages of children, your duties, dates you worked in this position, and reasons for leaving.

Have you attended/completed any childcare training courses? **YES / NO**

If yes, please list: \_\_\_\_\_

Have you had CPR and/or First Aid training within the past two years? **YES / NO**

If yes, give type, certifying organization, and expiration date: \_\_\_\_\_

## Employment History

Ten-year employment history. Begin with your most current or last employer. If you have been unemployed during any time within the past ten years, list how you spent your time, e.g., Student, Housewife, Unemployed, etc. Attach a separate sheet if necessary.

Month / Year	Name and Address of Employer	Position
From: To:		
From: To:		
From: To:		
From: To:		

# Application for Employment



## For OCP Use Only

Resume: Y / N  
Application Complete: Y / N  
Date Received:

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 a result of intentional or grossly negligent misconduct? **YES / NO**

If yes, explain: \_\_\_\_\_

May we contact previous employers? **YES / NO**

Do you have a criminal record? **YES / NO** If yes, explain: \_\_\_\_\_

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 you needs if it will impact you ability to perform the job for which you are applying.

Having read the job description for the position for which you are applying are you, in all respects, able to adequately perform the duties as described? **YES / NO**

If no, please explain: \_\_\_\_\_

If you are under age 18, can you submit a work permit if hired? **YES / NO**

If you are not a US citizen, do you have a Visa to work in the US? **YES / NO**

If yes, what kind of Visa classification? \_\_\_\_\_

Visa Registration No: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Has Bond or security clearance ever been denied and/or canceled? **YES / NO**

If yes, please explain: \_\_\_\_\_

# Application for Employment



**For OCP Use Only**

Resume: Y / N  
Application Complete: Y / N  
Date Received:

Please explain your early childhood education philosophy:

---

---

---

---

What special skills or talents can you bring to Oakhurst Cooperative Preschool:

---

---

---

---

---

I certify that all information on this application is correct. I have not given any false statement concerning my qualification requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you are submitting a resume for consideration, you must submit a completed application before your resume can be reviewed. Please send completed application and resume to: Oakhurst Cooperative Preschool, ATTN: Personnel, P.O. Box 2583, Decatur, GA 30031-2583.