



Early Childhood Development Center

Saint Mary's College and the University of Notre Dame
10 Child Care Center · Notre Dame, IN 46556

Application for Employment

An Equal Opportunity Employer

PLEASE READ BEFORE FILLING OUT THIS FORM The Early Childhood Development Center, Inc. does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, age, political affiliation or any disabling condition that does not inhibit job performance. No question on this application is intended to secure information to be used for such discrimination. This application will be given every consideration. However, in accepting it, the Early Childhood Development Center, Inc. makes no commitment of employment to the applicant. THE INFORMATION CONTAINED IN THIS APPLICATION WILL BE USED TO EVALUATE YOUR TRAINING AND EXPERIENCE FOR PARTICULAR JOB OPENINGS. PLEASE BE SPECIFIC AND DETAILED IN YOUR ANSWERS.

Personal Information

Full Name _____ Date _____

Home Address _____

City _____ State _____ Zip _____

Social Security Number (required for Criminal History Check) _____

Primary Phone # _____ Alternate Phone # _____

Email address _____

Are you under 21 years of age? _____

Have you ever been convicted of a crime other than a minor traffic violation? _____

If yes, list date, charge, place, court and action taken: _____

Position applying for: _____ Date available to start: _____

Would you like to be considered for future vacancies? _____

Education & Training

High School:	From:	To:
Major/Course:	Did you graduate?	
College:	From:	To:
Major/Course:	Did you graduate?	
Degree earned:		
College:	From:	To:
Major/Course:	Did you graduate?	
Degree earned:		
Business/Trade School:	From:	To:
Major/Course:	Did you receive a degree/certificate/license?	
If yes, please name:		
Other training/certificates/licenses:		

Employment History

Please list last 3 places of employment. List the most recent positions first. Please give a complete description of work performed. This information will be used to determine your qualifications. Attach additional sheets if necessary.

Employer:	Supervisor:
Address:	
Phone Number:	Dates Employed:
Position:	Salary:
Duties:	
Reason for Leaving:	
Employer:	Supervisor:
Address:	
Phone Number:	Dates Employed:
Position:	Salary:
Duties:	
Reason for Leaving:	
Employer:	Supervisor:
Address:	
Phone Number:	Dates Employed:
Position:	Salary:
Duties:	
Reason for Leaving:	

If you are currently employed, why do you want to change your position? _____

If you are currently employed, may we contact your present employer? _____

General Experience, Skills, & Interest in Working with Young Children

Describe past work or teaching experience with young children: _____

What professional or community organizations are you active in? _____

List certificates, awards, published materials, etc.: _____

Why do you desire to enter employment of this organization? _____

References

Please provide three references (please no relatives) who are acquainted with your work or have worked with you in the past.

Name	Address/Company	Phone Number

Request for Limited Criminal History Information

Subject of Request:

_____	_____	_____	_____
Last Name	First Name	MI	Date of Birth
_____	_____	_____	_____
Address	Sex	Race	Social Security No.

PLEASE READ THE FOLLOWING BEFORE SIGNING

My signature on this application indicates that I understand and agree to the following conditions:

- 1) All statements I have made on this application are true and complete to the best of my knowledge, and I have withheld no information, which would affect my application unfavorably.
- 2) I authorize all references/employers indicated in this application (and accompanying resume, if any) to provide the Early Childhood Development Center, Inc. with any and all information they may have, personal or otherwise, to enable the Early Childhood Development Center to arrive at an employment decision. I do hereby release and discharge any and all such parties, including the Early Childhood Development Center, Inc. from any and all claims that I may have now or in the future arising out of the release or use of said information.
- 3) The Early Childhood Development Center, Inc. reserves the right to verify the criminal records information I have provided through appropriate local, state or federal law enforcement agencies.

I also understand that any false statement or failure to provide requested information on this application may be grounds for not hiring me or dismissal after I begin work. In addition, if for employment, I agree to abide by the rules and policies of the Early Childhood Development Center, Inc.

Your signature

Date

Thank you for completing this application and for your interest in employment with the Early Childhood Development Center, Inc.