



# Columbia Child Development Program

## Application for Employment

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/ Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Referred By: \_\_\_\_\_

Date Available: \_\_\_\_\_ Are you at least 18 years of age?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No

Were you previously employed by us?  Yes  No If yes, when? \_\_\_\_\_

Are you available to work full-time?  Yes  No Part-time?  Yes  No

Specify days and hours: \_\_\_\_\_

List any other experiences, skills, or qualifications which you feel would benefit our organization:

\_\_\_\_\_  
\_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

(Continued from page 2)

***I hereby give my permission to contact the employers listed on page 2 concerning my prior work experience in addition to any other references I listed.***

***If there is an employer you do not wish us to contact, please indicate which one(s) on the previous page.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**References**

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_



Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_



Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Other Information

Were you in the U.S. Armed Forces? Yes No If yes, what Branch? \_\_\_\_\_

Did you receive any training in the Armed Forces that is relevant to the position applied for? Yes No

Have you been convicted of any felony or misdemeanor? Yes No

If yes, does it prohibit hire in a child care position per the Child Protective Services Law? Yes No

CONVICTION DOES NOT AUTOMATICALLY PROHIBIT HIRING UNLESS IT VIOLATES THE CHILD PROTECTIVE SERVICES LAW OR IS DIRECTLY APPLICABLE TO THE POSITION YOU ARE APPLYING FOR.

Have you ever been named as a perpetrator in an indicated or founded report of child abuse? Yes No

Do you have any impairment (physical, mental, or medical) that would interfere with your ability to perform the job for which you have applied with or without a reasonable accommodation? Yes No

List any friends or relatives, other than spouse already employed by CCDP:

\_\_\_\_\_  
\_\_\_\_\_

Are you a current or former Head Start parent? Yes No

List all states you have lived within the last five (5) years:

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING**

Columbia Child Development Program (CCDP) is an equal opportunity employer. CCDP does not discriminate in employment because of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, gender identity, marital status, physical or mental disability, genetic information, military status or unfavorable discharge from military service or any legally protected category. Additionally, the program is committed to affirmative action and will take positive steps to provide such educational and employment opportunities.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for CCDP to hire me. If I am hired, I understand that either CCDP or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of CCDP has the authority to make any assurance to the contrary.

I understand that should I be offered employment with CCDP, that employment will be contingent on conducting certain background checks and obtaining certain certifications and clearances prior to a confirmed offer of employment.

I attest with my signature below that I have given to CCDP true and complete information on this application. No requested information has been concealed. I authorize CCDP to contact references provided for employment reference checks and to conduct any required background checks as part of a contingent job offer. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date