

506 First Street Ithaca, NY 14850 607-272-7117(phone) 607-272-4100 (fax) info@dicc.org

# **Application For Employment**

#### **Directions:**

- Please complete entire application even if resume is attached and sign your completed application.
- If you need additional space, use back of application or attach a separate sheet of paper.

Last Name	First Name		Middle Name				
Address	City		State	Zip Code	2		
Telephone Number(s)	Security Nur	nber					
Email Address							
Position(s) Applied For			Date of Ap	plication			
Are You Seeking Full-Time Part-Time	Temporary		Days & Tin	nes Available			
Full-Time Part-Time Date Available		Minimum Hourly Rate Desired					
How did you learn about this employment opportunity? Check all that apply: Ad in newspaper Job Bulletin Website Relative/Friend Referral by employee Other:							
Are you at least 18 years of age?			YES	NO 🗌			
Have you ever filed an applicatior	with us before?		YES	NO 🗌	If Yes, give date		
Have you ever been employed wi	th us before?		YES	NO 🗌	If Yes, give date		
Are you currently employed?			YES	NO 🗌			
May we contact your present em		YES	NO 🗌				
Are you prevented from lawfully becoming employed in this							
Country because of Visa or Immig	ration Status?	YES	NO 🗌				
Proof of citizenship or immigration status will be required upon employment.							
Have you been convicted of a felo	ony within the last 7 year	rs?	YES	NO 🗌			

A criminal conviction will be considered only in relation to the job for which you are applying. No person may be a staff member of a daycare center who has been convicted of a crime against children.

No person shall be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age or handicap. Employment is contingent upon furnishing evidence of identity and employment eligibility.

### Employment Record (list most recent employment first). Please attach resume if available.

Chart Data	Final Data				Initial Desition Title
Start Date	End Date		Employer Name & Address		Initial Position Title
Start Salary	End Salary		Last Supervisor's Name Phor	ne #	Final Position Title
,					
Position Description	n	May	we contact this employer?	Reason	For Leaving
resition Description				Reason	
		Y	ES NO		

Start Date	End Date	Employer Name & Address		Initial Position Title
Start Salary	End Salary	Last Supervisor's Name Phor	ne #	Final Position Title
Position Description	n	we contact this employer? ES NO	Reason	For Leaving

Start Date	End Date	Employer Name & Address		Initial Position Title
Start Salary	End Salary	Last Supervisor's Name Phon	ie #	Final Position Title
Position Description N		ve contact this employer? Reason l		For Leaving

## References

Name	Phone Number	Job Title/Relation
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	Name & Address of School	Course of Study	Years Completed	Type of Degree or Diploma
Elementary School				
High School				
Undergraduate College				
Graduate School/ Other(Specify)				

Indicate any foreign languages you can speak, read, and/or write							
Fluent Good Fair							
Speak							
Read							
Write							

Describe any specialized training, apprenticeship, skills, and extra-curricular activities(music, dance, arts...).

Describe any job-related training received in the United States military.

Summarize special job related skills and qualifications acquired from employment or other experiences.

State any additional information you feel may be helpful to us in considering your application.

What age group(s) would you prefer to work with? (check all that apply)
(1=most preferred4=least preferred)

Infants (6 weeks-18 months)

Toddlers (18 months-3 years)

Preschoolers (3-5 years)

Afterschool Program (Pre-K-Kindergarten)

What are your expectations/goals for this job?

Have you worked with children before? YES NO
If YES:
Briefly describe your experience. (setting, situations, etc.)
What did you enjoy about this experience?
What did you find most difficult about this experience?
What are shildren have you worked with?
what age children have you worked with?
What age children have you worked with?

### **Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant \_\_\_\_\_\_

Date \_\_\_\_\_

For Personnel Department Use Only						
Arrange Interview	Arrange Interview YES NO					
Remarks						
Employed	YES	NO 🗌	Date of Employment			
Job Title			Hourly Rate/Salary			

Notes		