



6935 Comanche Rd. NE
Albuquerque, NM 87110
(505) 881-9529

Employment Application

Personal Information

Last Name First Name Middle Initial Date

Other names by which you have been known (for date verification and reference checking puposes) Social Security Number

Home Phone Business Phone E-Mail Address

Permanent Address City State Zip Code

Previous Address (if at current address less than 5 years) Driver's Licence Number/State

If you are not a citizen of the United States, are you eligible to work in the U.S. and would you be able to provide the necessary documents of proof of the legal right to work upon hire? Yes No

Are you under 18? Yes No
If you are under 18 and still in high school, you may be required to provide a work permit upon hire.

Have you ever been convicted of a felony, barrier crime or have your been the subject of a founded Child Protective Service investigation? Yes No

If YES, give date, place, offense, and outcome (Previous convictions do not necessarily disqualify an applicant from employment.)

Employment Interest

Position Desired Salary Desired Date Available

Preferred Hours: Part-time hours _____ Full-time hours _____

Work Days available (circle all that apply): Monday Tuesday Wednesday Thursday Friday

Work Hours available (indicate hours available): Monday _____ Tuesday _____ Wednesday _____
Thursday _____ Friday _____

Education and Training

High School Diploma (date received) OR GED

Additional education, vocational, professional, military, or other information you feel may be helpful to us in considering your application

(Over)

Professional Experience:

Begin with your current or most recent employment (including military experience). Use additional paper if necessary.

1. Position: _____ Dates: From _____ to _____
Employer: _____ Full-time _____ Part-time _____
Address: _____

Describe your job responsibilities: _____

Immediate supervisor: _____ Telephone: _____

2. Position: _____ Dates: From _____ to _____
Employer: _____ Full-time _____ Part-time _____
Address: _____

Describe your job responsibilities: _____

Immediate supervisor: _____ Telephone: _____

3. Position: _____ Dates: From _____ to _____
Employer: _____ Full-time _____ Part-time _____
Address: _____

Describe your job responsibilities: _____

Immediate supervisor: _____ Telephone: _____

Please describe any volunteer work or experience related to child care or working with children in group care: _____

Additional Professional References:

1. Name: _____ Telephone: _____
Company: _____ Title: _____
Address: _____

How long have you known this person: _____

2. Name: _____ Telephone: _____
Company: _____ Title: _____
Address: _____

How long have you known this person: _____

I understand that upon employment, I will be required to submit written information to demonstrate that I possess the education, training, staff development, certification, and experience required by for the job in which I have applied.

I hereby certify that the information given on this application is true and complete to the best of my knowledge.

Applicant's signature

Date

