Kid's Harbor
Preschool and After School

Employment Application

****

Date: _____ Position(s) Applied For: _____

_____

_____

Name: _____
Last First Middle

Address: _____

City: _____ State: ___ Zip: _____ Phone: _____

Email Address: _____

Are you legally eligible for employment in this country? ___ Yes ___ No

Note: If you are hired, you will be required to produce documents about your eligibility for employment in order to complete an I-9 Form.

Employees must be at least 18 years of age. Are you at least 18 years of age as of the date of this application? ___ Yes ___ No

Employment History

Please complete all of the following blanks about your employment history even if you do not think the questions relate to the position you seek.

Present/Last Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ( ) _____ May we contact your current employer? __Yes __ No

Dates of employment: From _____ To _____
Month/Year Month/Year

Position or Title: _____

Supervisor's Name & Title: _____

Supervisor's Email Address: _____

Starting Salary: _____ Ending Salary: _____

Describe job duties, responsibilities and important accomplishments: _____

_____

_____

Reason for leaving: _____

_____

Employment History
(continued)

Previous Employer: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: ( ) _____ May we contact your previous employer? __Yes __ No
Dates of employment: From _____ To _____
Month/Year Month/Year
Position or Title: _____
Supervisor's Name & Title: _____
Supervisor's Email Address: _____
Starting Salary: _____ Ending Salary: _____
Describe job duties, responsibilities and important accomplishments: _____
_____
_____
Reason for leaving: _____
_____
_____

Previous Employer: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: ( ) _____ May we contact your previous employer? __Yes __ No
Dates of employment: From _____ To _____
Month/Year Month/Year
Position or Title: _____
Supervisor's Name & Title: _____
Supervisor's Email Address: _____
Starting Salary: _____ Ending Salary: _____
Describe job duties, responsibilities and important accomplishments: _____
_____
_____
Reason for leaving: _____
_____
_____

Educational Background

	Name	City	Dates Attended	Degree
High School				
College				
Graduate				
Other				

If you are presently enrolled in school, what are you studying? _____
_____

List any special skills, training, or knowledge you have for this position and any other achievements you would like considered. _____
_____
_____

References

(Must be 18 years or older, not a relative or your previous supervisor.)

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: (H) _____ (W) _____
Email Address: _____
Relationship: _____

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: (H) _____ (W) _____
Email Address: _____
Relationship: _____

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: (H) _____ (W) _____
Email Address: _____
Relationship: _____

In the past seven years, have you been convicted of a crime, other than a misdemeanor traffic violation? If yes, please explain: _____

_____

_____

Why do you want to be employed by the Kid's Harbor program at Harrisonburg First Church?

_____

_____

_____

Please share a brief testimony about your personal relationship with Jesus Christ. _____

_____

_____

_____

_____

_____

_____

_____

_____

The information given by me to all questions on this application and any attachments are, to the best of my knowledge and belief, true and correct and I have not knowingly withheld any pertinent facts or circumstances. I understand that any omission or misrepresentation of fact in this application may result in refusal of or separation from employment upon discovery thereof. I authorize any references or organizations listed in this application to give you any information they may have regarding my character and fitness for children's work. I authorize Kid's Harbor, Harrisonburg First Church of the Nazarene and their respective agents to solicit background information relative to my criminal history. Should my application be accepted, I agree to adhere to all policies with Kid's Harbor.

_____	_____	_____
Name (please print)	Signature	Date

Please put a check mark beside the hours you are <u>available</u> to work on each day of the week. Please check all that apply. However, do not put a check mark in the category if you are not available for that entire "shift".

Desired Hours Per Week: _____ Minimum _____ Maximum

Mondays _____ 7:15 am – 4:30 pm _____ 8:30 am-5:30 pm _____ 7:15 am–12:30 pm _____ 12:30 pm-5:30 pm
Comments: _____

Tuesdays _____ 7:15 am – 4:30 pm _____ 8:30 am-5:30 pm _____ 7:15 am-12:30 pm _____ 12:30 pm –5:30 pm
Comments: _____

Wednesdays _____ 7:15 am – 4:30 pm _____ 8:30 am–5:30 pm _____ 7:15 am-12:30 pm _____ 12:30 pm –5:30 pm
Comments: _____

Thursdays _____ 7:15 am – 4:30 pm _____ 8:30 am–5:30 pm _____ 7:15 am–12:30 pm _____ 12:30 pm-5:30 pm
Comments: _____

Fridays _____ 7:15 am – 4:30 pm _____ 8:30 am–5:30 pm _____ 7:15 am–12:30 pm _____12:30 pm-5:30 pm
Comments: _____