



EMPLOYMENT APPLICATION
348 S. Commerce Ave.
Front Royal, VA 22630
(540) 635-5552

Position:		Date Available:	
Full or Part Time:		Desired Salary:	
PERSONAL			
Name:	Last	First	Middle
Address:	Street	City	State Zip
Home Phone: ()		Alternate Phone: ()	
Are you 18 years or older?	Yes	No	If no, please state age:
Do you have any medical condition(s) that may interfere with fulfilling the responsibilities of the position for which you are applying? Yes ☐ No ☐			
If so, please explain:			
Have you ever been convicted of a felony, barrier crime or subject of a founded Child Protective Service complaint? Yes ☐ No ☐			
If so, please explain:			
Employment requires Criminal Background Clearances. Is this acceptable to you? Yes ☐ No ☐			
In case of emergency, please notify:			
Address (City, State, Zip)			
Phone :		Relationship:	
DISCLOSURE: Before driving a vehicle to transport children, I realize that I am required to disclose any moving traffic violation that occurred five years prior to or during employment or assignment as a driver.			
Signature		Date	

EDUCATION AND TRAINING

1. Name and location of high school: _____
 Dates attended: _____ Date of graduation or GED: _____
2. Name and location of College/University: _____
 Dates attended: _____ Number of years completed: _____
 Degree(s) earned: _____
3. Additional training or certification that would be helpful in evaluating your application: _____

EXPERIENCE

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

1. Position:	Dates: From _____ To _____
Employer:	Full Time ☐ Part Time ☐
Address:	Job duties:
Phone:	Immediate Supervisor:
Reason for leaving:	Are you eligible for rehire? Yes ☐ No ☐
Salary: From _____ To _____	May we contact your employer? Yes ☐ No ☐
2. Position:	Dates: From _____ To _____
Employer:	Full Time ☐ Part Time ☐
Address:	Job duties:
Phone:	Immediate Supervisor:
Reason for leaving:	Are you eligible for rehire? Yes ☐ No ☐
Salary: From _____ To _____	May we contact your employer? Yes ☐ No ☐
3. Position:	Dates: From _____ To _____
Employer:	Full Time ☐ Part Time ☐
Address:	Job duties:
Phone:	Immediate Supervisor:
Reason for leaving:	Are you eligible for rehire? Yes ☐ No ☐
Salary: From _____ To _____	May we contact your employer? Yes ☐ No ☐

Please describe any volunteer work or other experience related to child care:

REFERENCES		
1. Name:	Title:	Relationship:
Company:	Phone: (W) _____ (H) _____	
Address:		
2. Name:	Title:	Relationship:
Company:	Phone: (W) _____ (H) _____	
Address:		
3. Name:	Title:	Relationship:
Company:	Phone: (W) _____ (H) _____	
Address:		

I understand that I will be required to submit written information to demonstrate that I possess the education, orientation training, staff development, certification, and experience required by the job position.

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

Signature:	Date:
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<u>Office Use Only</u>		
Position _____	Date of Hire _____	Date of Separation _____