

Application for Employment

Berlin Community Daycare & Preschool, Inc. (BCDC) is an equal opportunity employer and does not unlawfully discriminate. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law. Equal access to employment, services and programs is available to all persons.

Name (Last, First, MI)	Date of Birth	Social Security #	
Address	City	State	Zip
Primary phone	Alternate Phone	Email address	

Position applying for: _____ Have you ever worked for BCDC in the past? **Yes No**
 If yes, when? _____ Do you have any friends or relatives working for BCDC? **Yes No**
 If yes, state name and relationship: _____
Name Relationship

Would you have reliable means of transportation to and from work? **Yes No**
 If applying for a cook or teaching position, are you at least 18 years of age, per DCF regulation? **Yes No**
 If applying for the Administrator or Director position, are you at least 21 years of age, per DCF regulation? **Yes No**
 If hired, can you present documentation of your U.S. Citizenship or proof of your legal right to live and work in this country? **Yes No**
 Are you able to perform these job functions as described in the attached job description either with or without reasonable accommodations? **Yes No**
 If no, please describe the functions that cannot be performed: _____

We are required by law to conduct a personal background check that includes contact with prior employees, references and search for a criminal record. Do we have your permission to conduct this check? **Yes No**
 If no, please explain: _____

Availability

Berlin Community Daycare & Preschool, Inc. is open Monday through Friday from 5:30am to 5:30pm. All scheduling of staff is dependent on the children’s schedule. In the table below please indicate what hours you would be available to work, in general.

Monday	Tuesday	Wednesday	Thursday	Friday



Employment Experience

List below all present and past employment starting with your most recent employer. Account for any periods of unemployment. Please complete this section even if attaching a resume.

Employer 1		Start date	End date	Work performed
Address				
Phone number		Starting pay rate	Ending pay rate	Reason for leaving
Job Title	Supervisor			May we contact this employer?
Employer 2		Start date	End date	Work performed
Address				
Phone number		Starting pay rate	Ending pay rate	Reason for leaving
Job Title	Supervisor			May we contact this employer?
Employer 3		Start date	End date	Work performed
Address				
Phone number		Starting pay rate	Ending pay rate	Reason for leaving
Job Title	Supervisor			May we contact this employer?
Employer 4		Start date	End date	Work performed
Address				
Phone number		Starting pay rate	Ending pay rate	Reason for leaving
Job Title	Supervisor			May we contact this employer?

Business References

List 3 references, to which you're not related.

Name	Relationship	Occupation	Phone
Name	Relationship	Occupation	Phone
Name	Relationship	Occupation	Phone



Education, Training and Experience

	Name of School	City, State	Area of Study	Did you graduate?
High School or equivalent				
College/University				

Please list any other coursework you have taken outside of the above institutions:

List any credentials, certifications or licenses you have earned:

Please list any experience relevant to the position you are applying for:

List any special skills or qualifications:

Please read carefully

1. I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

2. I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

3. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between the company and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

Sign below to certify that you have read and understand the 3 paragraphs above.

Applicant signature

Date

