



Application for Employment

2326 Centerville Road, Tallahassee, FL 32308

Attention HR

Email: HR@kidsincorporated.org

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap, or veteran status.

Personal

Last Name				First	Middle	Date
Street Address					Home Phone ()	
City, State, Zip					Business Phone ()	
E-Mail Address						
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year _____ Location _____					Social Security #	
Position Desired					Pay Expected	
Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____					Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you legally eligible for employment in the United States?					When will you be available to begin work?	
Other special training or skills (languages, machine operation, etc.).						
Are you in any way related to another employee of Kids Incorporated? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes who and how?						

Education

School	Name & Location of School	Course of Study	No. of Years Completed	Did You Graduate?	Degree or Diploma
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Membership in Professional/Civic Organizations having relevance to Early Childhood Care & Education

(Exclude those which may disclose your race, color, religion or national origin)

Employment

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

EMPLOYER #1	Company Name	Telephone ()
Address		Employed - (month and year) From - To -
Name of Supervisor		Weekly pay Start Last
State Job Title and Describe Duties _____		Reason for Leaving

EMPLOYER #2	Company Name	Telephone ()
Address		Employed - (month and year) From - To -
Name of Supervisor		Weekly pay Start Last
State Job Title and Describe Duties _____		Reason for Leaving

EMPLOYER #3	Company Name	Telephone ()
Address		Employed - (month and year) From - To -
Name of Supervisor		Weekly pay Start Last
State Job Title and Describe Duties _____		Reason for Leaving

EMPLOYER #4	Company Name	Telephone ()
Address		Employed - (month and year) From - To -
Name of Supervisor		Weekly pay Start Last
State Job Title and Describe Duties _____		Reason for Leaving

We may contact the employers indicated above unless you indicate those you do not want us to contact. Please indicate by number any of the above-listed employers you would not want us to contact.

#1 #2 #3 #4

Reason _____

Writing Sample Test:

To the best of your ability, please read and correct the following paragraph.

The university library open every day. Students go to the library early in the morning and late at night some students work in the library all night! The light are always on. Their is a coffee shop neer to library. You can't take coffee go into the library, but you can take books into the coffee shop. The library workers always very busy. The students are always studying. The library and the coffee shop are busy places!

Applicant Background Information

Information requested herein is needed for legally permissible reasons including, without limitation, national security considerations, a legitimate qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination based on age, citizenship, and disability. The laws of Florida also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based on ancestry, marital status and sexual preference.

What was your previous address?	
How long at previous address? years _____ mos. _____	How long at present address? years _____ mos. _____
Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", with which employers? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Are you able to perform all duties outlined in the job description of the position for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a Vietnam veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of a crime in the past ten (10) years which has not been annulled, expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", describe in full:	
Have you ever been convicted of a crime relating to child abuse (sexual, physical, or emotional) or neglect? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", describe in full:	

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The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment with Kids Incorporated of the Big Bend does not create a contractual obligation upon the employer to continue to employ me in the future.

If Kids Incorporated of the Big Bend decides to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize said agency to do so. If a report is obtained, Kids Incorporated of the Big Bend must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

_____ Date

_____ Signature

Interviewer's Comments

(Attach Kids Incorporated Reference Check Packet)

Reference Check Results - Employer #1

Favorable Unfavorable No Comment Could Not Reach

Reference Check Results - Employer #2

Favorable Unfavorable No Comment Could Not Reach

Interviewer's Comments

(Continued)

Reference Check Results - Employer #3

Favorable Unfavorable No Comment Could Not Reach

Reference Check Results - Employer #4

Favorable Unfavorable No Comment Could Not Reach

Character Reference #1

Name: _____ Relationship to Applicant _____

Favorable Unfavorable No Comment Could Not Reach

Character Reference #2

Name: _____ Relationship to Applicant _____

Favorable Unfavorable No Comment Could Not Reach

Character Reference #3

Name: _____ Relationship to Applicant _____

Favorable

Unfavorable

No Comment

Could Not Reach

Miscellaneous Comments