

# Craig Child Care Center

P.O. Box 296\**Craig*\*AK\*99921  
Phone(907)826-3228\* Fax (907)826-3218  
craigchildcare@gmail.com



## Employment Application

Are you 18 or older? \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_

Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**PERSONAL HISTORY**

Have you been previously licensed to care for child(ren) or adults?

NO  YES  If yes, indicate city, state and type of care (child care home, child or adult foster care, etc.) and dates of licensure:

Have you ever had a license to care for children or adults revoked or denied in Alaska or any other state?

NO  YES  If yes, attach an explanation

Have you ever been investigated for child or elder abuse or neglect?

NO  YES  If yes, attach an explanation.

Do you have any physical, health, mental health or behavioral problem that might pose a significant risk to the health, safety, or well-being of children or adults?

NO  YES  If yes, attach an explanation.

Do you have a domestic violence problem or an alcohol or other substance abuse problem that might pose a significant risk to the health, safety or well-being of children?

NO  YES  If yes, attach an explanation.

Have you been convicted of a crime or charged with a criminal offense in the last 10 years?

NO  YES  If yes, attach an explanation.

Have you ever been convicted of or charged with a felony, crime involving domestic violence, or a sex crime?

NO  YES  If yes, attach an explanation.

I certify that the contents of this form and information provided with it are true, accurate, and complete. I authorize the employer to contact persons listed as references and I understand that the employer may contact others to verify information contained here.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Craig Child Care Center

P.O. Box 296  
Craig, Alaska 99921  
(907) 826-3228

To:

This is a letter of reference is for: \_\_\_\_\_

This person has applied for a position at Craig Child Care Center and has given your name as a reference. Please fill out this form and return to Craig Child Care Center.

Sincerely, \_\_\_\_\_ Date \_\_\_\_\_

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1. How long have you known this person and in what capacity?
2. Can this person work successfully with children and be a positive role model for children? Please describe abilities, training, employment, that would help show how this person works well with children
3. Does this person have a good character and uses good judgment? Please give examples
4. Does this person discipline children in a way that is firm but fair? Please give examples
5. How would you feel about leaving your child in this person's care?

**To the best of your knowledge has this person:** (answer yes or no)

6. Ever abused or neglected a child?
7. Have a physical, health, mental health, or behavior problem that might be a risk to children?
8. Have a domestic violence or substance abuse problem that might be a risk to children?

9. Been under indictment for or convicted of a crime?  
If you answer yes to any of these, please explain

10. Other comments

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_