



Employment Application

Full Name:	Home Ph:	Cell Ph:
Current Address:		
Soc. Sec. #:	Driver's Lic#:	Email:

Thank you for choosing First Steps for your career path. We are dedicated to hiring professionals who are energetic, motivated, and possess integrity. Applicants must show they understand and are able to meet the following requirements for employment by initialing each item below. *Note you don't have to be a WELS or ELS member to work at First Steps.

- High School Graduate or G.E.D .recipient
- United States Citizen, or legally authorized to work in the United States
- Will provide Social Security Card or Birth Certificate
- Will complete a criminal background check
- Will complete all classes needed to comply with state regulations
- Physically able to safely supervise young children and perform necessary job functions

Are you a member of WELS or ELS church: YES NO
 Church home if other than a WELS or ELS : _____

GENERAL INFORMATION

Employment Desired: Full-time only Part time only Full or Part time On Call

Position Desired: _____

Hourly Rate Desired: _____

Hours available: Mon: _____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____

Are you seeking temporary or permanent work? _____

3 PERSONAL REFERENCES (do not list family or previous employers)

Name	Address	Phone Number	Relationship

EDUCATIONAL EXPERIENCE

High School attended/address/year graduated _____

College attended/Degree or number years completed/Major _____

Child Development Associate Certification _____

List courses completed or relevant childcare training (CPR, First Aid, Child Development, etc.): _____

List other skills, vocational, and technical training _____

EMPLOYMENT HISTORY (begin with most recent)

Begin/End Date	Begin/End Salary	Employer/Address	Supervisor's Name & Ph:	Your title and duties	Reason for leaving

OFFENSES – Criminal background checks will be conducted on all applicants.

Have you ever pled guilty, no contest or been convicted of any criminal offense? If yes, explain: _____

Has a report of child maltreatment ever been made against you? If yes, explain: _____

Has a court ever denied parental, custodial, or visitation rights as a result of neglect or abuse of a child? If yes, explain: _____

While employed in a childcare program, have you ever been the subject of disciplinary action or been responsible for a child care facility receiving an administrative or disciplinary action? If yes, explain: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. What are your career goals and objectives?

2. Why should First Steps hire you?

An application form sometimes makes it difficult to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

I hereby certify that all information contained in this application is true and correct. I understand that any misrepresentation, falsification, or consequential omission of information may render this application void, or if employed may result in immediate termination. I further consent and agree to submit to any job related medical exams or drug tests that might be required and agree to provide any information that may be needed to facilitate such tests. I authorize the individuals and institutions named above to give information regarding my employment, character, and qualification, hereby releasing them from all liability for issuing such information.

Printed name/Signature of Applicant

Date

Office Use Only:

Date Submitted:	Time:	Position:
Director Proceed + or -	Interview:	Date Hired: