



The Children's Learning Center

Head Start, Pre-School, and Child Care
 650 NE A Street, Madras, OR 97741
 Phone (541) 475-3628 -- Fax (541) 475-2583

APPLICATION FOR EMPLOYMENT

Position(s) applying for: _____

Personal Information

Name _____ Date _____

Mailing Address _____

Physical Address _____

Phone Number _____ Are you 18 years or older? Yes No

Cell/Alternative Phone _____ Are you eligible to work in the US? Yes No

Have you ever been employed by TCLC? Yes No Date _____

Are you related to a current TCLC Board Member or employee? Yes No

If yes, provide name of relative _____

Are you a current or previous Head Start parent? Yes No Date _____

How did you hear of the position? Newspaper Word of Mouth Other _____

Are you interested in: Full Time Part time Either Full or Part time Substitute (on-call)

Date available to begin employment: _____ Salary desired: _____

Education

Do you have a high school diploma or GED certificate? Yes No

	Name and Location	Date(s) Attended	Did you Graduate	Subject Studied and Degree
College				
Trade/Business/ Other Schools				

Which of the following do you have? (Non-expired)

Driver's License Criminal History Registry through CCD

First Aid/CPR Food Handler's Card

Are you bilingual? Yes No Language: _____

Do you have computer skills? ___Yes ___ No How many WPM? _____

Type of programs: _____

Other skills or certifications:

Employment History

Title	Name and Address of Employer	Date Month and Year	Wage	Reason for Leaving
		From To		
Job Responsibilities:				
		From To		
Job Responsibilities:				
		From To		
Job Responsibilities:				

Volunteer Experience and Community Activities

Type of work done _____

How long have you been doing this? _____

Name of Organization (if you want to provide) _____

Please include any additional information that you feel that you want to share with us:

Criminal Background Check

Have you ever been convicted of any crime (Felony or Misdemeanor)? ___ Yes ___ No

Have you ever been arrested or cited for a crime that has not been resolved, or are you in a diversion program?
___ Yes ___ No

If yes, list any and all pending or prior arrests or convictions related to any form of child abuse or neglect and any violent felonies. _____

Complete and sign the following reference release

I authorize TCLC to request information pertaining to my past employment (list 2 most recent employers) and also personal references who can attest to my attitude, work ethic, and other traits:

- 1. _____
Company Supervisor Phone Number
- 2. _____
Company Supervisor Phone Number

Personal References (Minimum of two and they may not be family members or domestic partners)

- 1. _____
Name Relationship Phone Number
- 2. _____
Name Relationship Phone Number

I release the above named facilities, previous employers, and personal references from any liability in supplying this information to TCLC.

Applicant Name (PRINT) Applicant Signature Date

- 1. The Children’s Learning Center is an equal opportunity employer, dedicated to a policy of non-discrimination on any basis including race, color, age, sex, religion, disability, national origin or any other protected classification. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.
- 2. I understand that documentation of employment eligibility for compliance with the U.S. Immigration Control and Reform Act is required at the time of hire.
- 3. I understand that enrollment in the Child Care Division-Criminal History Registry is required at time of hire and must be renewed every two years.
- 4. I understand that employment with TCLC is contingent upon final approval by the Head Start Parent Policy Council.
- 5. I certify that the information contained in this application is correct to the best of my knowledge, and I understand that falsifications and/or omissions in any detail are grounds for disqualification from consideration for employment or if hired for dismissal from employment.
- 6. I understand and agree that nothing in this application or conveyed during any interview is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at will” and without fixed term, and, and may be terminated at any time with or without cause and without prior notice at the option of either the center or myself. I understand no promises regarding employment have been made to me.

Applicant Name (PRINT) Applicant Signature Date