



Application For Employment

Koinonia Christian Center Childcare Services, Inc.

OFFICE USE ONLY:			
Interview Date: _____	Proceed?	Yes	No
Reference Checks: #1 _____	#2 _____	#3 _____	
Observation Date: _____	Start Date: _____		

PERSONAL INFORMATION

Position(s) Applying For: _____

Employment Type: _____

Name _____
 LAST FIRST MIDDLE PREFERRED DATE

Address _____
 STREET CITY STATE ZIP

Phone _____
 HOME CELL OTHER

Are you currently affiliated with and/or attending any local church? * Yes No

Name of Church _____

**Church membership is not a requirement for employment. Koinonia Christian Childcare Services, Inc. provides faith-based services to families and youth; therefore, a statement of faith may be requested. Staff are not required to attend Koinonia Christian Center.*

RECRUITMENT SOURCE

How did you learn of this position? Please choose options:

If "other", please share how you learned of the position(s) here: _____

Were you referred by a staff member or parent? Yes No If yes, who referred you? _____
Parent OR Staff Member Name

EMPLOYMENT HISTORY

Start with your present or last job. Account for at least the past 10 years. Explain any gaps in employment history, including periods of unemployment and unpaid work experience. Include job-related volunteer or military service assignments.

Employer:	Dates Employed		Describe Work Performed
	From	To	
Address:	Hourly Rate/Salary		
Phone Number:	Starting	Final	
Job Title:	Supervisor:		
Reason for Leaving			
Employer:	Dates Employed		Describe Work Performed
Address:	From	To	
Phone Number:	Hourly Rate/Salary		
Job Title:	Starting	Final	
Reason for Leaving:			

Employer:		Dates Employed		Describe Work Performed
Address:		From	To	
Phone Number(s):		Hourly Rate/Salary		
Job Title:		Starting:	Final:	
Supervisor:		Reason for Leaving:		

If additional space is needed for job history, continue on a separate document and attach in email

GENERAL INFORMATION

What is your desired pay/hour range? \$ _____ *Hiring pay is determined by staff salary scale and commensurate with education and/or experience*

Is there any information we would need about your name, or use of another name, for us to be able to check your work and educational record?

Yes No If yes, please specify all names used: _____

If hired, what date(s) are you available to begin employment? _____ Are you available to work overtime? Yes No

Are you able to travel if required by this position? Yes No Do you have a valid driver's license? Yes No
If yes, list issuing state and license number: _____

Are you under 18 years of age? Yes No If yes, are you able to provide required proof of your eligibility to work? Yes No

Are you legally authorized to work in the United States? *Proof of work authorization will be required* Yes No

BACKGROUND INFORMATION

Have you ever been convicted of a crime or is there a criminal charge pending against you?

Have you ever been convicted of, or is there a criminal charge pending against you that relates to child sexual assault and/or indecent liberties with a minor? If yes, please explain:

Have you ever been convicted of, or is there a criminal charge pending against you that relates to other forms of child abuse and neglect? If yes, please explain:

Have you ever been convicted of, or is there a criminal charge pending against you that relates to ANY other felonies or misdemeanors? If yes, please explain:

NOTE: All hired staff are required to complete a Criminal History and Background Inquiry with employment contingent upon clearance. Please sign and date below that you have answered fully, honestly and made all disclosures available regarding criminal charges, past or pending.

SIGNATURE (unsigned applications will not be processed)

Date

EDUCATION

What is the highest year of formal education completed?: _____

Level	Name & Location of School	Years Completed	Diploma/Degree	Major
High School				
Undergraduate				
Graduate				
Other				

Additional Information: _____

Are you currently enrolled in school? Yes No If "yes," name of school? _____

Course of study? _____

Licensure or Certification

List fields of work for which you are licensed, registered, or certified giving date(s), source(s) of issuance, and number(s):

Early Childhood Training

List DCDEE-required child care training you have completed in the last three years (such as first aid, CPR, CDA, ITS-SIDS, etc.) and dates of training

Professional References *(Do not list relatives.)*

Are you currently employed? Yes No If "yes," may we contact your present employer? Yes No

1. _____
 Company Name Phone

_____ _____
 Contact Person Business Association/Relationship

2. _____
Company Name Phone

Contact Person Business Association/Relationship

3. _____
Company Name Phone

Contact Person Business Association/Relationship

Applicant Authorization for Release of Information & Certification Statement

Koinonia Christian Center Childcare Services, Inc. (dba Koinonia Kaleidoscope)

Please read carefully:

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other organizational practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Koinonia Christian Center Childcare Services, Inc., or otherwise to change in any respect the employment-at will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Director of the organization. Both the undersigned and Koinonia Christian Center Childcare Services, Inc. may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the organization may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I understand that this application will be active for a period of six (6 months); after that time, if I wish to be considered for employment, I must submit a new application.

I hereby authorize Koinonia Christian Center Childcare Services, Inc. and its agents to conduct a background investigation in order to assess my eligibility for a position requiring reliability and trustworthiness. I understand that the investigation may include verification of past employment, education, criminal record check, and opinions of reference.

I hereby authorize all individuals, educational institutions, firms, and others named herein, except my current employer if so noted, who may have information relevant to this background investigation to disclose it and to furnish whatever detail is available concerning my qualifications (including photocopies where requested) to Koinonia Christian Center Childcare Services, Inc. or its agents. I release all persons from liability on account of such disclosure.

I certify that I have given true, accurate and complete information (application, resume, work history, education, skills, etc.) to the best of my knowledge. I authorize investigation of all statements made in this application and understand that any misstatement or omission of material facts will be grounds for disqualification in the selection process or if hired, grounds for discharge. I expressly waive any right I may have to review material or information received directly from a previous employment or education institution under a promise of confidentiality.

Signature *(unsigned applications will not be processed)*

Date

Thank you for interest in Koinonia Christian Center Childcare Services, Inc!