

**CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

*The Kids' Place* is an equal opportunity employer. Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact a representative of the personnel office.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position applying for: \_\_\_\_\_

How did you hear about the position for which you are applying? \_\_\_\_\_

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

Telephone number: \_\_\_\_\_

Are you legally eligible for employment in this country? Yes No  
(Proof of U.S. citizenship or immigration status will be required upon employment)

If the job requires, do you have the appropriate valid drivers license? Yes NO  
Name on license \_\_\_\_\_ DL# \_\_\_\_\_  
Type \_\_\_\_\_ State of issue \_\_\_\_\_

Have you had any moving violations within the past three years? \_\_\_\_\_. If so, please describe. \_\_\_\_\_

Have you ever filed an application, or been employed with us before? Yes No  
If yes, please give the date(s) \_\_\_\_\_

Please give the date on which you are available to start work. \_\_\_\_\_

Are you able to work \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Casual  
(37-40 hours/week) (20-36 hours/week) (1-19 hours/week)

Are you able to travel if a job required it? Yes No

Have you been given a job description or had the essential functions of the job explained to you?  
Yes No

Can you perform the essential functions of this job with or without reasonable accommodations?  
Yes No

Are you now, or have you ever been involved in an investigation of abuse and/ or neglect?  
Yes No

Have you been convicted of a crime in the past seven years? Yes No

If so, please describe in the area below. (Conviction will not necessarily be a bar to employment. In accordance with company policy and applicable state and federal laws, factors such as age at time of the offense, remoteness of the offense, time since last conviction, nature of the job sought and rehabilitation effort will be reviewed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Education

Please note: If you are hired for a position you will be asked for a copy of any diplomas, certificates, licenses, etc. for your personnel file.

Name/ Location	Years Completed	Major/Field/Degree
High school		
College		
Graduate school		
Other		

Previous employers:

Please note: Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers the correct address and telephone numbers are critical. Include any job-related military service assignments and volunteer activities. You may exclude any organizations which indicate race, color, religion, gender, national origin, sexual orientation, disabilities or other protected status.

Most recent employer	Are you currently working for this employer If yes, may we contact	Yes No	Yes No
Company address	Phone number Fax number		
Dates employed	Title	Supervisors name	
Duties			
Salary	Reason for leaving		
2 <sup>nd</sup> Most recent employer	Are you currently working for this employer If yes, may we contact	Yes No	Yes No
Company address	Phone number Fax number		
Dates employed	Title	Supervisors name	
Duties			
Salary	Reason for leaving		
3 <sup>rd</sup> Most recent employer	Are you currently working for this employer If yes, may we contact	Yes No	Yes No
Company address	Phone number Fax number		
Dates employed	Title	Supervisors name	
Duties			
Salary	Reason for leaving		

4 <sup>th</sup> Most recent employer	Are you currently working for this employer If yes, may we contact	Yes	No
Company address	Phone number Fax number		
Dates employed	Title	Supervisors name	
Duties			
Salary	Reason for leaving		

List professional, trade, business, or civic activities and offices held, special job-related skills and qualifications. State any additional information you feel may be helpful to us in considering your application. Explain any gaps in employment. You may exclude membership which would reveal gender, religion, national origin, age, ancestry, sexual orientation, disability or other protected status.

---



---



---



---

### References

Name	Mailing address	Phone Number
Name	Mailing address	Phone Number
Name	Mailing address	Phone Number
Name	Mailing address	Phone Number

In case of emergency notify \_\_\_\_\_  
Name Phone number

Applicant's statement:

- I certify the answers given herein are true and complete to the best of my knowledge
- I authorize investigation of all statements contained in this application for employment and/or resume submitted, as may be necessary in arriving at an employment decision.
- This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
- I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this Agency is of an "at will" nature, which means that the Employer may discharge an Employee at any time.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date