

Application for Employment

Please complete fully. Once done, use link at bottom of second page to send this application WITH your resume and cover letter including a statement of interest. Thanks!

Please Print (Fully complete both pages)

Date of Application _____

Last four digits of SSN	Last Name	First Name	Middle Name
Address (street number and name)		City	County
State	Zip Code	Phone (home or where you can be reached)	Business Phone
Email Address(es)			

Position Applied For: _____

Date of Birth: _____ N. C. Driver's License Number _____
(month) (day) (year)

Have you ever been convicted of breaking a law other than a minor traffic violation? YES ___ NO ___ If yes, give the date and explain fully. Use an additional piece of paper if more space is needed: _____

Have you ever had an abuse or neglect or child maltreatment substantiation? YES ___ NO ___ If yes, list county/state and give the date and explain fully. Use an additional piece of paper if more space is needed: _____

(The offense(s) and how recently you were convicted will be evaluated in relation to the job for which you are applying.)

Education

Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4

	Name and Location	Dates Attended	Courses of Study/Degree/Diploma
High School			
College or University			

Child care training completed in the last three years (such as First Aid, CPR, Health and Safety Training, ITS-SIDS, CDA etc.):

References

List the names, addresses, and phone numbers of people we may contact as references:

Work History

(List child care/early childhood experience first.)

Current or Last Employer		Address/Phone Number/Email		
Job Title		Supervisor's Name		No. Supervised by you
Date Employed (mo/yr)	Starting Salary	Ending Salary	Reason for leaving	May we contact employer?
Date Separated (mo/yr)		Duties:		
Number of hours worked per week:				

Current or Last Employer		Address/Phone Number/Email		
Job Title		Supervisor's Name		No. Supervised by you
Date Employed (mo/yr)	Starting Salary	Ending Salary	Reason for leaving	May we contact employer?
Date Separated (mo/yr)		Duties:		
Number of hours worked per week:				

I certify that I have given true, accurate, and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration, and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigations of all statements made in this application and understand that false information of documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action, or dismissal if I am employed, and (or) criminal action. I further understand that dismissal on unemployment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

Signature of Applicant _____ Date _____

[SEND Application/Resume/Cover Letter](#)

(Click the link above to send your completed application, resume and cover letter)

Further Information

To work in childcare in North Carolina, all applicants must have:

1. A qualifying Child Care Criminal Background Check Letter
 - a. \$26.50 paid online
 - b. To complete your background check now, [CLICK HERE](#)
2. Electronic Fingerprinting Report
 - a. Done Locally ([Rowan Sheriff's Dept](#))
 - b. Or see approved list for other locations here: [Local Fingerprinting Locations](#)
 - c. Cost varies depending on location chosen
 - d. **This should be done within 7 days of your Criminal Background Check #1 above**
3. CPR/First Aid Training
 - a. Must be done in-person, not online
 - b. You can complete it within 30 days of being hired
4. ITS SIDS Training (if working with infants)