



# Application for Employment

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

Applicant's Name: \_\_\_\_\_

Position applied for: (Please circle all that apply)    Full Time/ Part Time/Sub  
Preschool/ Infant& Toddler/Before & Afterschool

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever applied for SCDC before? \_\_\_\_ Yes \_\_\_\_ No

Have you ever worked for SCDC before? \_\_\_\_ Yes \_\_\_\_ No

Are you legally able to work in the US? \_\_\_\_ Yes \_\_\_\_ No

Please be aware that criminal background checks are required in order to work with children in the State of Oregon. If you are offered a position you will need to be able to pass a background check.

What education, training, or skills do you have that directly relate to the position you are applying for?

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Are you on the Oregon Registry? \_\_\_\_ Yes \_\_\_\_ No

If so, what step are you? \_\_\_\_\_

Please list your last 3 employers or last 3 years of work experience that apply to working with children and families. If you have not worked with children and families, please provide 3 references of people who can speak to your professional work ethic.

1. Employer Name: \_\_\_\_\_

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

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Position(s) \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving? \_\_\_\_\_

2. Employer Name: \_\_\_\_\_

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

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Position(s) \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving? \_\_\_\_\_

3. Employer Name: \_\_\_\_\_

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

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Position(s) \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Please explain why you feel qualified to apply for a position working with children and families.

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**Please note:**

All child care staff and any individual who may have unsupervised access to child care children e.g. adults living in the home, volunteers, maintenance staff, the owner, office staff, and regular visitors or required to pass a criminal record check. The processing includes background check through the Oregon State Police, the Department of Human Services Child Protective Services and the Federal Bureau of Investigation, fingerprint based.

I certify all information given on this application and any supporting information is true and complete.

I agree that:

- I have not falsified or material omission in the information I have provided and if discovered prior to hire, I would be ineligible for consideration.
- I authorize Salem Child Development Center to contact all former and current references listed and all educational institutions.
- All references are authorized to release to Salem Child Development Center all information requested which they might have about me. I hereby release all references and Salem Child Development Center from any liability which might be claimed because of information provided by such references.
- I understand all finalists will be subjected to a drug test prior to being hired.
- I understand if I do not pass the drug test, Salem Child Development Center will not hire me.

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APPLICANT SIGNATURE

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DATE

**NOTE: NO CONSIDERATION OF EMPLOYMENT WILL BE GIVEN TO ANY APPLICANT THAT DOES NOT SIGN THE APPLICANT STATEMENT.**