

ZEARING CHILD ENRICHMENT CENTER

633 Masonic Drive Princeton, IL 61356/telephone: 815-875-2335

Application for Employment

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, or marital status. In addition, the agency will not discriminate on the basis of handicap where the reasonable requirements of the particular job do not require such distinction.

Today's Date: _____

PERSONAL:

Name (Last) _____ (First) _____ (M.I.) _____

Street Address _____ City _____ State _____ Zip: _____

Telephone: Cell- _____ Home _____ Social Security No.: _____

Email: _____

Position desired: _____

Are you seeking full-time _____ part-time _____ substitute _____ employment?

Date available for employment: _____

Special skills or training: _____

Do you have any health problem which could adversely affect your job performance? _____

If yes, please explain: _____

| <u>EDUCATION</u> | NAME & LOCATION OF SCHOOL | COURSE OF STUDY | NO. OF YEARS COMPLETED | DID YOU GRADUATE? | DEGREE OR DIPLOMA |
|------------------|---------------------------|-----------------|------------------------|---|-------------------|
| SCHOOL: | | | | | |
| College | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| High School | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Elementary | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Other | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Write your educational philosophy:

List all volunteer and community work, hobbies or special interests related to the position for which you are applying: _____

If you have any other accomplishments, and references, please list: _____

EMPLOYMENT:

List below all present and past employment, beginning with your most recent.

| Name/email/telephone of employer | From | | To | | Describe work you did - in detail | Supervisor |
|----------------------------------|------|-----|-----|-----|-----------------------------------|------------|
| | Mo. | Yr. | Mo. | Yr. | | |
| | | | | | | |

Do we have your permission to contact your former employers for references? _____

List names, phone, and email for four (3) Business references & (1) Personal reference:

- 1.
- 2.
- 3.
- 4.

Are you presently employed? _____ Where? _____

State reason for wanting to leave: _____

Have you been convicted of a felony excluding misdemeanors?

If yes, describe in full: _____
