

EMPLOYMENT APPLICATION



Association for Supportive Child Care

3910 South Rural Road, Suite E
 Tempe, AZ 85282
 480-829-0500
 Fax 480-820-7288
 www.asccaz.org

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| Last Name _____ _____ Street Address _____ _____ City _____ State _____ Zip Code _____ _____ Position Desired _____ _____ Have you ever been employed with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes When? _____ Position: _____ _____ Supervisor: _____ Are you legally eligible for employment in the United States? _____ _____ Have you been convicted of a Felony or a non-traffic misdemeanor in the last ten years? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe in full: _____ _____ If you are UNDER 18 years of age, enter current age: _____ _____ For a driving position provide: License# _____ Type: _____ Expiration Date: _____ Do you speak any language other than English? <input type="checkbox"/> Yes <input type="checkbox"/> No Which? _____ | Date _____ Home Telephone _____ Cellular Telephone _____ Social Security Number _____ Pay Desired \$ _____ <input type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> MO <input type="checkbox"/> YR When available to begin work? _____ Will you work? <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Extended Hr Do you desire? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Either Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, with what employer? _____ _____ |
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Education

| School | Name and Location of School | Course of Study | No. of Years Completed | Did you Graduate? | Degree or Diploma |
|-----------------|-----------------------------|-----------------|------------------------|---|-------------------|
| High School | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| College | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Graduate | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Other (Specify) | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Employment History

Begin with the most recent employer.

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| Company Name _____ Address _____ Name of Supervisor _____ May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Job Title and Describe Duties _____ Reason for Leaving _____ | Telephone _____ Employed ó (Month & Year) From ____ / ____ To ____ / ____ Pay Period <input type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> MO <input type="checkbox"/> YR Start _____ End _____ \$ _____ \$ _____ |
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Training

Describe any special training, additional education, technical schools or software knowledge relevant to the position for which you are applying.

Additional Information

List special accomplishments, publications, membership in professional and civic organizations, awards, etc.
(Exclude those which may disclose your race, color, religion, gender, age or national origin)

References

List Three Supervisor References Only

Name and Occupation

Address

Telephone Number

(1) _____

(2) _____

(3) _____

Please read and understand this statement before signing your application.

The information set forth in this application is true, complete and accurate. False, incomplete, omitted or misrepresented information of any kind, will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the Association for Supportive Child Care and/or its assigns to investigate my personal history, education institution, references, previous employers or any other party to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my application, I waive all rights and claims I may otherwise have against the employer or its representative, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

The Association for Supportive Child Care may do a comprehensive "background investigation" regarding the accuracy of my employment application, not excluding a Driver's Record, Financial Inquiry Report, and other such investigative searches. Inquiries as to my character, general reputation, personal characteristics and work habits will be included and I hereby release and hold harmless the Association for Supportive Child Care, their assigns and other institutions/companies and their assigns from any and all liability which might otherwise be incurred by gathering and/or furnishing such information. I understand that a physical examination, drug and alcohol use test, and/or a pre-employment personality/performance profile review may be required.

This application is not an employment agreement. If I accept an offer of employment, I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law.

I fully understand and accept all terms and conditions in the above statement.

Signature

Date

EMPLOYMENT POLICIES AND PRACTICES

Employment with the Association for Supportive Child Care (Agency) requires certain standards for its personnel and for the services to be delivered. In order to assure an equal opportunity for the Agency's personnel, certain hiring and employment policies and practices have been put in place. Included among these hiring and employment policies and practices are:

Background Investigation In order to learn as much about the applicant as possible, the Agency engages in background checking which may include communication with various agencies and organizations. In this regard, inquiries may be made with courts, law enforcement, credit reporting agencies, former employers and educational institutions. You may be required to sign Information Release Authorization permitting background investigations. Not all agencies or organizations may be contacted for each applicant, but if you have reservations about background checks, then you should not fill out an application.

Sexual Harassment Sexual harassment includes any unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment (including jokes, comments, touching, etc.) will not be tolerated and will be grounds for immediate termination.

Use of Computer Systems The computer and word processing systems at the Agency are for business/work purposes only. Games, personal communication and other non-work use are not permitted except with expressed permission, in advance, by the Agency. Information placed on the computer is considered stored electronic data and is the property of the Agency. No employee will have computer data or data transmission privacy. The Agency retains the right to inspect any data or messages kept, stored or transmitted over the system.

Electronic Mailing (E-Mail) Internal electronic mailing systems, as well as external electronic mailing systems, or other electronic mailing systems that interact with the Agency, are for business and/or work purposes only. Games, personal communication and other non-work use are not permitted except with expressed permission, in advance, by the Agency. E-mail is considered stored electronic communications and is the property of the Agency. No employee will have any E-mail or other computer transmission privacy. The Agency retains the right to inspect messages transmitted over the system.

Policies and Rules The Agency utilizes basic common sense rules, standards, guidelines, and practices in the day-to-day work requirements and employment. Both written and unwritten standards of employment and job performance are in effect. The rules, standards, guidelines and practices (often times referred to as "policies") may be amended or rescinded from time to time at the discretion of the Agency. These "policies" are not intended to and do not constitute any contractual relationship.

Drug Testing In order to assure a drug-free work environment, the Agency prohibits the use, sale, transfer, being under the influence and/or reporting to work after using or ingesting illicit drugs (including alcohol). The Agency reserves the right for inspections and to search any of the premises. If you cannot or do not wish to adhere to these policies and practices, you should not accept employment with the Association for Supportive Child Care.

Initial here as agreed to and accepted _____