



180 Otay Lakes Road, Suite 300 • Bonita, CA 91902
(619) 427-4411 • Human Resources Fax (619) 205-6282

Employment Application

An Equal Opportunity Employer

PLEASE PRINT

Date			
Last Name	First	Middle	
Home Telephone	Message Telephone	Business Telephone	
Present Address	City	State	Zip

EMPLOYMENT DESIRED

Position applying for:		
Referred by:		
Are you applying for:		
Regular full-time work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Regular part-time work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Temporary work, e.g., summers or holiday work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What days and hours are you available for work?		
If applying for temporary work, during what period will you be available?		
Are you available for work on weekends?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you available to work overtime, if necessary?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, on what date can you start work?		
Salary desired:		

PERSONAL INFORMATION

Have you ever applied to or worked for Child Development Associates, Inc. before? Yes No

If yes, when?

Do you have any friends or relatives working for Child Development Associates, Inc.? Yes No

If yes, state name(s) and relationship(s):

Are you at least 18 years old?
(If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

If hired, can you perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire maybe subject to passing a medical examination, and skills and agility tests.)

Why are you applying for work at Child Development Associates, Inc?

If hired, can you present evidence of your U.S citizenship or proof of your legal right to live and work in this country? Yes No

If hired, would you have a reliable means of transportation to and from work? Yes No

Have you ever been found guilty of any offense which would prohibit you from working with children? Yes No

Have you ever been convicted of a criminal offense (felony or serious misdemeanor?) (Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes No

If yes, state the nature of the crime(s), when and where convicted and disposition of the case:

(No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

List licenses, permits or certificates of competence held:
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EMPLOYMENT HISTORY

- 1) List chronologically. Attach an additional sheet if necessary.
- 2) Do not submit a resume in lieu of filling out this section.
- 3) Begin with your present job and list in reverse order.
- 4) List each promotion as a separate job.

Current or Latest Employment:

Name of Employer:		
Address:		
Type of Business:	Telephone#	
Job Title:	Supervisor's Name:	
Duties:		
Dates of Employment:	From:	To:
Starting Salary:	Ending Salary:	
Reason for Leaving:		

Name of Employer:		
Address:		
Type of Business:	Telephone#	
Job Title:	Supervisor's Name:	
Duties:		
Dates of Employment:	From:	To:
Starting Salary:	Ending Salary:	
Reason for Leaving:		

Name of Employer:		
Address:		
Type of Business:	Telephone#	
Job Title:	Supervisor's Name:	
Duties:		

Dates of Employment:	From:	To:
Starting Salary:	Ending Salary:	
Reason for Leaving:		
Name of Employer:		
Address:		
Type of Business:	Telephone#	
Job Title:	Supervisor's Name:	
Duties:		
Dates of Employment:	From:	To:
Starting Salary:	Ending Salary:	
Reason for Leaving:		

Name of Employer:		
Address:		
Type of Business:	Telephone#	
Job Title:	Supervisor's Name:	
Duties:		
Dates of Employment:	From:	To:
Starting Salary:	Ending Salary:	
Reason for Leaving:		

Name of Employer:		
Address:		
Type of Business:	Telephone#	
Job Title:	Supervisor's Name:	
Duties:		
Dates of Employment:	From:	To:
Starting Salary:	Ending Salary:	
Reason for Leaving:		

If any periods of time are not covered by the information from the previous page please give dates and details:

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REFERENCES

List below at least three persons not related to you who have knowledge of your work performance within the last three years.

Name:	
Address:	
Occupation:	
Telephone #:	Number Years Acquainted:

Name:	
Address:	
Occupation:	
Telephone #:	Number Years Acquainted:


Name:	
Address:	
Occupation:	
Telephone #:	Number Years Acquainted:

Name:	
Address:	
Occupation:	
Telephone #:	Number Years Acquainted:

MILITARY SERVICE

Have you ever obtained any special skills or abilities as the result of service in the military?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe:		

Use this section to **continue your employment history or to describe in greater detail** any of your experiences, activities, or education that are particularly appropriate for the position for which you are applying.

A large, empty rectangular box with a thin black border, intended for the applicant to provide further details on their employment history or education.



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(619) 427-4411 • Human Resources Fax (619) 205-6282

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any document used to secure employment will be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment. I further authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application or conveyed during any interview, which may be granted, is intended to create an employment contract between the company and myself. In addition, I understand and agree that if I am employed, my employment is at will and for no definite or determinable period. It may be terminated at any time, with or without prior notice, at the option of either the company or myself, and that no promises or representations to the foregoing are binding on the company unless made in writing and signed by the company's designated representative and myself.

Date: _____ Applicant's Signature: _____