



Peake Childhood Center

Peake Childhood Center
1306 Thomas Street
Hampton, VA 23669

P (757) 825-6200
E info@dhcdc.org

APPLICATION FOR EMPLOYMENT

Position Applied For: _____

Last 4 digits of Social Security Number: _____

(NOTE: Completion of Social Security number is optional. Failure to submit SSN on this form will not prohibit employment considerations. Social Security number may be required on other forms prior to employment.)

Full Legal Name: _____
Last First Middle

Complete Address: _____
Number and Street

_____ City State Zip Code

Home Phone: _____

Cell/Other Phone: _____

EDUCATION:

A. Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

B. If you did not complete high school, do you have a H.S. equivalency diploma?
Yes () No ()

C. Circle number of post high school education: 1 2 3 4 5 6 7

Name/Location of Institution	Hours	Degree	Major	Minor
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Please submit most recent current college transcripts.

If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date: _____.

EXPERIENCE:

Use Supplementary Experience Forms for additional space. Starting with the **most recent**, describe ALL paid, military and applicable voluntary experience. Highlight your knowledge, skill and abilities which demonstrate your qualifications for this position. You may list significantly different jobs within the same organization as separate items.

May we contact your present supervisor? Yes () No ()

A. Job Title: _____ Duties:

Employer: _____

Address: _____

Phone: _____

Type of Business: _____

Immediate Supervisor: _____

Title: _____

Salary: (Start) _____ (Finish) _____

Dates: (Mo/Yr.) _____ to (Mo/Yr.) _____

Full-time _____ Part-time _____ Hrs./Wk. _____

Number/Titles of employees you supervised:

Equipment Used:

Reason for Leaving:

Your name if different from present: _____

A. Use this space for any additional information you think would help us evaluate your application, including training, seminars, workshops, special achievements, or special skills:

B. License (include drivers), certificate or other authorization to practice a trade profession:

Type	License No.	Expiration Date	Granted by (Licensing Board)
_____	_____	_____	_____
_____	_____	_____	_____

REFERENCES: These individuals will be contacted upon offer of employment

List names, addresses and relationship of three persons not related to you who know your qualifications:

Name	Address	Phone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MISCELLANEOUS:

A. List the subjects you have studied relative to the position for which you are applying:

B. What experience have you had working with groups of children or youth?

C. Check which job status you would accept: () Full-time () Part-time

D. For purposes of compliance with the Immigration Reform and Control Act, are you legally eligible for employment in the United States? () Yes () No.
Under the Immigration Act of 1968, you will be required to fill out a certification verifying that you are eligible to be employed and verify your identity. Further, you will be required to provide documentation to that effect should you be employed.

E. Have you ever been arrested or convicted of a crime, misdemeanor, or felony?
If yes, please state the date of the arrest, offense, outcome, and sentence:

CERTIFICATION:

I hereby certify that all entries on each sheet and all attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of the time of discovery, may cause forfeiture on my part of any employment with Peake Childhood Center. I understand that all information on this application is subject to verification, and I consent to references of former employers and educational institutions listed being contacted regarding this application.

Applicant's Signature: _____ Date: _____

Peake Childhood Center is an equal opportunity employer. In accordance with Federal law and U.S. Department of Agriculture policy, this organization prohibits discrimination on the basis of race, color, national origin, sex, age, religion, political beliefs, disability, sexual orientation or marital or family status.