

APPLICATION FORM FOR STAFF

Date of application: _____

Date Hired _____

Pay Rate _____

Position Applied for: _____ How were you referred to us? _____

Name:	<div style="display: flex; justify-content: space-between; padding: 5px;"> Last First Middle </div>
Address:	Street: _____ City: _____ State: _____ Zip code: _____

Telephone Number: ()	Date of Birth:
Driver's License Number:	Expiration Date of Driver's License:

EDUCATION:

Education	School/Institution	Dates Attended	Diploma/Degree/Certificate
High School			
College			
Graduate			
Other			

CHILD CARE TRAINING:

List all courses, workshops, and conferences related to child development and early childhood education. Attach additional pages if necessary. Attach copies of certificates received.

Title of course /workshop conference	Sponsor	Location	Date	Number of hours

EMPLOYMENT HISTORY:

List in order beginning with your most recent employment. Attach additional pages if necessary.

Employer	Employer's Address	Position/Job	Dates worked	Reason for leaving

REFERENCES:

List at least three persons who are not related to you by blood, marriage, or adoption to be contacted as references. **At least one must be a former employer.** Addresses must be complete and accurate.

Name of Former Employer: _____		Phone Number (____) _____	
Last	First	Middle	
Address: _____			
Street	City	State	Zip Code

Name : _____		Phone Number(____) _____	
Last	First	Middle	
Address: _____			
Street	City	State	Zip Code

Name: _____		Phone Number(____) _____	
Last	First	Middle	
Address: _____			
Street	City	State	Zip Code

Criminal History Background Information Checks:

In accordance with Alabama law, (Code of Alabama 1975, Title 38, Chapter 13, effective November 1, 2000), the criminal history background information check shall be completed on each substitute, caregiver, volunteer, and domestic worker, as well as any other person who has contact with the children or unsupervised access to the children shall be reviewed.

You must complete a Mandatory Criminal History Notice Form and a Criminal History Information Consent and Release Form. The fee must be submitted with the fingerprints and the consent form. Required forms are available from the Department. If you previously had a criminal history check done for the Department of Human Resources and the required information is on file, it is not necessary to complete a criminal history check.

Current Criminal Charges:

Are there any Current criminal charges against you? _____

If yes, give details. _____

Clearance of State Central Registry of Child Abuse/Neglect:

A completed REQUEST FOR CLEARANCE OF STATE CENTRAL REGISTRY ON CHILD ABUSE/NEGLECT (DHR-DFC-1598) shall be obtained for each caregiver, substitute, volunteer, domestic worker, and any other person who has contact with children or unsupervised access to the children.

By signing this form, I am affirming that the above statements I have made are true and factual to the best of my knowledge; and I am granting permission for all persons, organizations. Or agencies listed above to be contacted for information regarding my background.

Signature Date