



## Pre-Employment Application

### Apple Child Care Center

6901 Hawthorne Street, Philadelphia PA 19149

Phone: 215 338-2100 • Fax: 215 338-2121

e-Mail: [info@applechildcare.org](mailto:info@applechildcare.org)

Website: [www.applechildcare.org](http://www.applechildcare.org)

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**Apple Child Care Center is an Equal Opportunity employer** and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, Limited English Proficiency (LEP) or any other classification protected by federal, state or local law.

#### Applicant Information:

Application Date: \_\_\_\_\_

_____	_____	_____	_____
First Name	Last Name	Middle Initial or Name	Social Security Number
_____		_____	_____
Address		City	State Zip
_____	_____	_____	_____
County	Referred to Apple Child Care by	Home Phone	Cell Phone
_____	_____	_____	_____
_____	_____	_____	_____
Driver's License: State/Number	e-Mail Address	Position Desired	Salary Requirement

Are you a minimum of 18 years of age, and if so, can you provide documentation for validation?  Yes  No

Are you a student at a college or enrolled in an on-line program?  Yes  No Are you pursuing a degree or a credentialed program in early childhood education?  Yes  No If yes, provide some details: \_\_\_\_\_

Have you previously applied for employment at Apple Child Care Center?  Yes  No If yes, what was the approximate date: \_\_\_\_\_

Have you been convicted of a misdemeanor or felony?  Yes  No If yes, explain: \_\_\_\_\_

Are you able to fulfill the requirements including a health certification as required by Pennsylvania state law for the position for which you are applying with or without reasonable accommodations?  Yes  No Explain: \_\_\_\_\_

#### Availability for Work:

Type of employment desired  Full-time  Part-time List your available hours to work between 630 am to 6 pm in the spaces below:

_____	_____	_____	_____	_____
Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours

Do you require time off in the near future to pursue educational or recreational activities that are already planned for? If yes, explain: \_\_\_\_\_

#### Special Skills, Interests or Training:

List life experiences, skills and qualifications that will help you contribute to your success at Apple Child Care. List any workshops, professional development courses, certifications, or related credentials. List if you completed: water safety certification, Child Development Accreditation (CDA), first aide, CPR certifications, or other trainings:

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**Paid Employment & Volunteer Work History:**

If you previously worked with children as an employee or volunteer, such as a teacher, an aide, a tutor, a camp counselor, an athletic coach, an advisor, a babysitter, or involved in organization activities with children, please indicate below. Use an extra sheet if needed.

<b>Dates: List From / To</b>	<b>Name of Employer</b>	<b>Address of Employer</b>	<b>Employer Phone Number</b>
<b>Check all that apply (below):</b>	<b>Your Job Title &amp; Salary</b>	<b>Name of Supervisor or a Primary Contact</b>	<b>Reason for Your Leaving</b>
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Paid Work <input type="checkbox"/> Volunteer Work			
<b>Your Job Responsibilities:</b>			

<b>Dates: List From / To</b>	<b>Name of Employer</b>	<b>Address of Employer</b>	<b>Employer Phone Number</b>
<b>Check all that apply (below):</b>	<b>Your Job Title &amp; Salary</b>	<b>Name of Supervisor or a Primary Contact</b>	<b>Reason for Your Leaving</b>
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Paid Work <input type="checkbox"/> Volunteer Work			
<b>List Your Job Responsibilities:</b>			

<b>Dates: List From / To</b>	<b>Name of Employer</b>	<b>Address of Employer</b>	<b>Employer Phone Number</b>
<b>Check all that apply (below):</b>	<b>Your Job Title &amp; Salary</b>	<b>Name of Supervisor or a Primary Contact</b>	<b>Reason for Your Leaving</b>
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Paid Work <input type="checkbox"/> Volunteer Work			
<b>List Your Job Responsibilities:</b>			

<b>Dates: List From / To</b>	<b>Name of Employer</b>	<b>Address of Employer</b>	<b>Employer Phone Number</b>
<b>Check all that apply (below):</b>	<b>Your Job Title &amp; Salary</b>	<b>Name of Supervisor or a Primary Contact</b>	<b>Reason for Your Leaving</b>
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Paid Work <input type="checkbox"/> Volunteer Work			
<b>List Your Job Responsibilities:</b>			

**Educational Background:**

List your High School plus any other education or professional training that you completed. Also, indicate if you are currently attending a school or a certification program.

Name of School and/or Accredited Program	Indicate: Year You Completed Program or Your Expected Graduation Date	Indicate: Degree or Certification Received or that You are Currently Working Towards	Indicate: Major & Minor Subjects of Your Educational Program

**Childcare References:**

List names of individuals who supervised you or employed you for childcare.

Contact Name	Address	Phone Number(s)	Comment:
		(H) (B) (C)	
May we contact this person for verification? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:			

Contact Name	Address	Phone Number(s)	Comment:
		(H) (B) (C)	
May we contact this person for verification? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:			

Contact Name	Address	Phone Number(s)	Comment:
		(H) (B) (C)	
May we contact this person for verification? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:			

Comments regarding the above references: *(optional)* \_\_\_\_\_

**Maiden Name and / or Aliases:**

- 1. Last Name, First Name, Middle Name: \_\_\_\_\_
- 2. Last Name, First Name, Middle Name: \_\_\_\_\_

Are you a U.S. Citizen or National of the U.S., an alien lawfully working for permanent residence, or an alien authorized to work in the U.S.?  Yes  No

Prior to commencement of employment, do you agree to provide documents upon request to establish your identity and authorization to work in the U. S.?  Yes  No

I certify that the information provided on this form is accurate to the best of my knowledge and without omissions of information that could cause termination of employment. I agree that I will not hold Apple Child Care liable in any respect if my employment is terminated due to false statements made on this application. I authorize Apple Child Care to investigate any or all information on this application. I further understand that if any misrepresentation has been made and the results of an inquiry into these misrepresentations are unsatisfactory, or if results of the Childhood Abuse, Pennsylvania Criminal Background check or FBI Fingerprint background check prove unsatisfactory, then Apple Child Care reserves the right to withdraw any offer of employment and employment may be terminated immediately.

I understand that Apple Child Care has a smoke-free policy and that smoking is permitted only in a specified outdoor location. I agree to comply with all aspects of this policy and all company policies and practices, if employed by Apple Child Care. I also agree that if I am employed as an employee-at-will, I have the right to terminate my employment without cause and without notice as of any time and that Apple Child Care has the same right.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**For Apple Child Care Administrative Use Below**

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Documentation Provided with Application:  High School Diploma  College Diploma  CDA  Other Professional Certifications  School Course Roster  Reference Letters (1) (2)  Driver’s License  Passport  School Photo ID  Social Security Card  Voter Registration Card  Other Photo ID:  Health Assessment Certification  TB Test  Criminal Background Clearance  Child Abuse Background Clearance  FBI Fingerprint Clearance  Other:

Reviewer’s Comments:		
Start Date of Hire:	Starting Wage: \$ . /hour	document version: 01.2012