

EMPLOYMENT APPLICATION

*United Methodist Church of Antioch Preschool
A Ministry of Antioch United Methodist Church*

848 Main Street
Antioch, IL 60002
Phone: (847) 395-1362
umcapreschool316@gmail.com

POSITION APPLIED FOR: _____

Full Name: _____ Date: _____

Address: _____ SSN#: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Are you currently employed? Yes _____ No _____

May we contact your current employer? Yes _____ No _____

Do you have the legal right to work in U.S? Yes _____ No _____

Have you been convicted of a felony within the last 7 years? Yes _____ No _____

If yes, please describe:

I. EDUCATION:

High School: _____

Address: _____

Graduated Yes _____ No _____ Degree and Subject: _____

Business/Trade: _____

Address: _____

Graduated, Certificate: Yes _____ No _____ Degree and Subject: _____

College/University: _____

Address: _____

Graduated: Yes _____ No _____ Degree and Subject: _____

College/University: _____

Address: _____

Graduated Yes _____ No _____ Degree and Subject: _____

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(Continued)

II. PREVIOUS EMPLOYMENT (please list most recent first. Fill out all sections to the best of your ability)

Company:	_____	From _____	To _____
		(mm/yyyy)	(mm/yyyy)
Title:	_____		
Address:	_____	Phone: _____	
Duties:	_____		

City:	_____	State _____	Zip _____
Reason for leaving:	_____		

Company:	_____	From _____	To _____
		(mm/yyyy)	(mm/yyyy)
Title:	_____		
Address:	_____	Phone: _____	
Duties:	_____		

City:	_____	State _____	Zip _____
Reason for leaving:	_____		

Company:	_____	From _____	To _____
		(mm/yyyy)	(mm/yyyy)
Title:	_____		
Address:	_____	Phone: _____	
Duties:	_____		

City:	_____	State _____	Zip _____
Reason for leaving:	_____		

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II. PREVIOUS EMPLOYMENT (Continued)

Company:	_____	From _____	To _____
		(mm/yyyy)	(mm/yyyy)
Title:	_____		
Address:	_____	Phone: _____	
Duties:	_____		

City:	_____	State _____	Zip _____
Reason for leaving:	_____		

III: REFERENCES: Please list past supervisors (preferably), dotted line supervisors, or business colleagues who would be most familiar with your experience:

Name:	_____	Phone: _____
Company:	_____	
Position:	_____	
Address:	_____	
City:	_____	
Working Relationship:	_____	
Email:	_____	

Name:	_____	Phone: _____
Company:	_____	
Position:	_____	
Address:	_____	
City:	_____	
Working Relationship:	_____	
Email:	_____	

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III. REFERENCES (Continued)

Name:	_____	Phone:	_____
Company:	_____		
Position:	_____		
Address:	_____		
City:	_____		
Working Relationship:	_____		
Email:	_____		

Name:	_____	Phone:	_____
Company:	_____		
Position:	_____		
Address:	_____		
City:	_____		
Working Relationship:	_____		
Email:	_____		

IV. JOB RELATED SKILLS

Please list any additional job-related skills or qualifications:

SIGNATURE AND UNDERSTANDING OF AT-WILL EMPLOYMENT:

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that if employed, I am required to adhere to all policies and procedures of Parents Day Out Child Care.

I further understand that my employment and compensation is terminable at-will. There is no definite period and my employment and compensation may be terminated by the company (employer) at any time and for any reason whatsoever, with or without cause at the option of either the company or myself.

Signature Applicant

Date _____

Printed Name

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VI: VOLUNTARY INFORMATION:

Parents Day Out Child Care of Lake County prohibits discrimination on the basis of race, sex, age, religion, national origin, marital status, medical condition, disability, ancestry, color, sexual orientation, disabled veterans or veterans of the Vietnam era. The information requested below is voluntary. The purpose of this information is to measure the success of our recruitment efforts in reaching all segments of the population and to maintain our commitment to Equal Employment Opportunity and Affirmative Action.

Ethnic Group/Background:

- _____ White
- _____ Black or African American
- _____ Hispanic or Latino
- _____ Asian
- _____ American Indian or Alaskan Native
- _____ Disabled Individual
- _____ Special Disabled Veteran
- _____ Veteran of the Vietnam War
- _____ Other Eligible Veteran

Definitions:

White: All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black or African American: All persons having origins in any of the Black racial groups of Africa.

Hispanic or Latino: All persons of Mexican, Puerto Rican, Cuban, Central or South American, other Spanish Cultures or origins regardless of race.

Asian: All persons having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent including for example Cambodia, China India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America and South America (Including Central America) and who maintain tribal affiliation or community attachment.

Disabled Individual: Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activities, (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s).

Special Disabled Veterans: Defined as a veteran who is entitled to disability compensation under laws administered by the Veterans Administration for a disability.

Veterans of the Vietnam Era: Defined as a veteran who (9a) served on active duty in the Republic of Vietnam between February 28, 1961 and May 7, 1975 or (b) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975 and was discharged or released there from with other than a dishonorable discharge or (c) was discharged or released from active duty for a service-connected disability preformed between August 5, 1964 and May 7, 1975.

Other Eligible Veteran: Defined as any Veteran who served in a “war” declared by congress in a campaign or on an expedition for which a campaign badge, a service medal or an expeditionary medal has been awarded.

United Methodist Church of Antioch Preschool
New employee information

Name of applicant _____

Position applied for _____

Date of hire _____

Starting pay _____