



Employment Application

PLEASE PRINT AND COMPLETE ALL SECTIONS.

Return completed application, **three** recommendation/reference forms (*one is included on the last page of the application below*) and a current resume to Anna Anderson at aanderson@westmorechurch.com.

Today's Date: _____

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit#

_____ City State Zip Code

Phone: _____ E-mail Address: _____

What job are you applying for? _____

Are you applying for full-time or part-time? _____

If hired, what date are you available to start work? _____

Please circle **Yes** or **No** for each question below:

Are you a citizen of the United States? Yes No

If no, are you authorized to work in the U.S.? Yes No

If hired, can you furnish proof of eligibility? Yes No

Are you 18 years or older? Yes No

Can you perform the essential function of the position for which you are applying? Yes No

Have you ever worked or attended school under another name? Yes No

If yes, give details: _____

Have you ever worked for this organization? Yes No

If yes, when? _____

Have you ever applied here before? Yes No

If yes, when? _____

Are you presently employed? Yes No

If yes, may we contact your current employer for a reference? Yes No

Have you ever been fired or asked to resign from a job? Yes No

Have you ever been convicted of a felony violation? Yes No

If yes, give details. _____

If employed by us, do you expect to be employed elsewhere? Yes No

If yes, give details. _____

High School or GED: _____

Address: _____

From: _____ To: _____ Did you graduate? Yes No

Degree: _____

Vocational or Technical: _____

Address: _____

From: _____ To: _____ Did you graduate? Yes No

Degree: _____

College or University: _____

Address: _____

From: _____ To: _____ Did you graduate? Yes No

Degree: _____

Graduate School: _____

Address: _____

From: _____ To: _____ Did you graduate? Yes No

Degree: _____

If you have any other skills or training that would be helpful for the job, please explain below.

Please list employers starting with the current or most recent.

A job offer may be contingent on acceptable references from employers.

Name of Employer: _____ Phone: _____

Address: _____

Supervisor's Name: _____ Title: _____

Supervisor's Contact Information: _____
Phone E-mail

Your job title: _____

Responsibilities: _____

Ending Salary: \$ _____ Dates Employed: _____
From To

Reason for leaving? _____

May we contact your previous Supervisor for a reference and work verification? Yes No

Name of Employer: _____ Phone: _____

Address: _____

Supervisor's Name: _____ Title: _____

Supervisor's Contact Information: _____
Phone E-mail

Your job title: _____

Responsibilities: _____

Ending Salary: \$ _____ Dates Employed: _____
From To

Reason for leaving? _____

May we contact your previous Supervisor for a reference and work verification? Yes No

Name of Employer: _____ Phone: _____

Address: _____

Supervisor's Name: _____ Title: _____

Supervisor's Contact Information: _____
Phone E-mail

Your job title: _____

Responsibilities: _____

Ending Salary: \$ _____ Dates Employed: _____
From To

Reason for leaving? _____

May we contact your previous Supervisor for a reference and work verification? Yes No

Name of Employer: _____ Phone: _____

Address: _____

Supervisor's Name: _____ Title: _____

Supervisor's Contact Information: _____
Phone E-mail

Your job title: _____

Responsibilities: _____

Ending Salary: \$ _____ Dates Employed: _____
From To

Reason for leaving? _____

May we contact your previous Supervisor for a reference and work verification? Yes No

Please list reasons for any gaps in employment represented on this list. _____

I hereby certify that all the information provided in this employment application is true and complete. I understand that false information or the omission of information may disqualify my candidacy and may be grounds for termination. I further understand that I am applying to a Drug Free Workplace and may be required to submit to testing for the presence of drugs as a condition for employment.

Print Name

Signature

Today's Date

*Please have three individuals (not family members) complete the reference form on the following page. The three individuals may return the reference form to you, or may return to Anna Anderson at aanderson@westmorechurch.com.



Recommendation/Reference

Applicant: Please send out three copies of this form to have three individuals (not family members) complete and return to you, or to Anna Anderson at aanderson@westmorechurch.com.

_____ is applying for a position at the Westmore Early Learning Academy. Please read the questions below and answer to the best of your ability.

Applicant's Name

How do you know the applicant? _____

How long have you known the applicant? _____

Have you observed the applicant with children? Yes No

If yes, what is your assessment of the the applicants ability to work with children? _____

Do you have any reservations about the applicants ability to work with children? Yes No

If yes, please explain. _____

With regards to working with children, what type of recommendation would you give the applicant?

What would you say are the applicants strengths? _____

Do you have any other information that you would like to share regarding the applicant? _____

Can we reach out to you for further questions if necessary? Yes No

If yes, please list your best contact information: _____

Print Name

Signature

Date