



DHR-CDC-1947

Application for Employment

Date _____, 20__

Position _____

Name:

Last First Middle Maiden

Address:

Street: _____

City: _____

State: _____ Zip Code _____

Telephone Number:

Date of Birth:

Driver's License Number:

Expiration of Driver's License:

EDUCATION:

Education	School/Institution	Dates Attended	Diploma/ Degree/ Certificate
Elementary			
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(s)	Number of Hours

EMPLOYMENT HISTORY:

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

Employer	Employer's Address	Position/ Job Hourly Pay	Dates Worked	Reason(s) 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 #1: _____
Last First Middle

Address: _____
Street

City State Zip Code (_____) Telephone Number

Name #2: _____
Last First Middle

Address: _____
Street

City State Zip Code (_____) Telephone Number

Name #3: _____
Last First Middle

Address: _____
Street

City State Zip Code (_____) Telephone Number

Name #4: _____
Last First Middle

Address: _____
Street

City State Zip Code (_____) Telephone Number

Name #5: _____
Last First Middle

Address: _____
Street

City State Zip Code (_____) Telephone Number

Criminal History Background Checks:

In accordance with Alabama law (Act 2000-775, effective November 1, 2000), the criminal history background information checks 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 cost for the criminal history check is \$49, (cashier's check or money order, no personal checks). The fee 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 or the Department of Education 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? YES NO

If yes, give details.

Clearance of State Central Registry on 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 the 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

_____, 20_____
Date