

Faith Daycare & Learning Center
 A Ministry of Faith Christian Community
 4240 Wisconsin
 Anchorage, AK 99517
 (907) 248-6355

OFFICE STAFF EMPLOYMENT APPLICATION

NAME: _____ CELL NUMBER: _____

ADDRESS: _____ HOME NUMBER: _____

POSITION DESIRED: _____

FT___ PT___ DAYS AND HOURS AVAILABLE: _____

Are you 21 years of age or older? Y OR N (Please circle correct answer)

EDUCATION

Elementary or High School

1 2 3 4 5 6 7 8 9 10 11 12 (circle highest grade completed)

Did you graduate from H.S.? YES NO Did you receive a G.E.D.? YES NO

Name, City and State of High School: _____

	Name of school	Location	Dates Attended: From:	Dates Attended: To:	Degree
College/University					
Technical/Vocational					

Licenses, Organization & Training

List any professional licenses or certificates you hold, or professional organizations to which you belong or special training you feel is pertinent.

Describe your work with Microsoft office programs.

Describe office experience or skills you have had which you feel is pertinent. Include volunteer work in this description. Give details, location, supervisor, etc.:

EMPLOYMENT & EXPERIENCE - Show all positions held within the last 10 years beginning with present or last employer.

From:	To:	Position	Full-Time	Part-Time	Employer	Address

May we contact your present employer? YES NO

Please explain any gaps in your employment for the past 2 years (required by municipal regulation)

This position involves the following kinds of functions. Please circle any that need accommodations.

Lifting 50 pounds	Moving very quickly
Standing	Bending
Reaching overhead	Driving
Getting on the floor with children	Hearing a child 20 feet away

Do you have children who require care while you are working? YES NO

Ages of children needing care: _____

Why do you wish to be employed at Faith Daycare?

REFERENCES

List three persons, other than relatives, who know you.

Name of Reference	Phone Number	Email

I certify that this information, given by me, is true and complete to the best of my knowledge and belief. I hereby authorize Faith Daycare and Learning Center to contact others and, at any time, seek verification of any and all information contained herein. **Untruthful information in an application is grounds for denying employment and immediate termination.**

Print Name

Signature

Date

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Statement of Faith

Faith Daycare and Learning Center is a ministry of Faith Christian Community. Faith Daycare and Learning Center considers its employees to be teachers and ministers to the children in its care. Therefore all employees of the Center must be followers of Jesus Christ and be living consistent scripturally based Christian lives.

Are you a follower of Jesus Christ and consider yourself a Christian? YES NO

Are you a member of a church? YES NO

Name of church and pastor: _____

Please briefly describe your personal relationship with Jesus Christ:

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BACKGROUND SELF-REPORTING STATEMENT FORM

LICENSING HISTORY

Have you ever been licensed or registered to care for adults or children by any state, federal government, or agency? YES NO

If "YES", what kind of license did you have (child care home or center, child or adult foster care, etc.): _____

Place and Date of License: _____

Have you ever been denied a license or registration or care for children or adults or had such a license revoked? YES NO

If "Yes", explain in detail: _____

CHILD ABUSE/NEGLECT

Have you ever had a child for whom you were legally responsible (natural child, foster child or adopted child) removed from your custody? YES NO

If "YES", explain in detail: _____

Has a child for whom you were legally responsible (natural child, foster child or adopted child) ever received ongoing protective services in your home from the State of Alaska or a child welfare agency in any state after a protective service investigation of possible abuse and/or neglect? YES NO

If "YES", explain in detail _____

HEALTH

During the past ten years, have you had a physical, health, mental health, or behavioral problem to the extent the problem may be detrimental to the health, safety, or well-being of children in care? YES NO

What is your present health condition? EXCELLENT GOOD FAIR POOR

CRIMINAL BACKGROUND

Within the last ten years, have you been under indictment, charged by information or complaint, or convicted of assault, battery, domestic violence, or any crime involving moral turpitude? YES NO

At any time, have you been under indictment, charged by information or complaint, or convicted of sexual assault of a minor, child abuse or any crime involving violence against children? YES NO

Have you ever been convicted of assault, child abuse, or any crime involving moral turpitude? YES NO

If "YES", please give details, including date, place, and nature of conviction and disposition.

I certify that this information given by me is true and complete to the best of my knowledge and belief. I understand that Faith Daycare & Learning Center may contact others at any time to verify any of the information contained herein. **I understand that providing untruthful information in an application is grounds for denying employment and immediate termination.**

Signature

Date

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Criminal Background Check Authorization Form

You have applied for a child care position or are currently employed in a child care position with Faith Daycare and Learning Center. In order to qualify for such a position or continue in your employment, you must pass a criminal background check. At any time during your employment in a child care position with Faith Daycare and Learning Center, including during the application process, Faith Daycare and Learning Center may obtain a criminal background check concerning your qualifications to be employed in a child care position.

If any information is obtained as a result of the criminal background check that would result in an adverse employment action, Faith Daycare and Learning Center will advise you of the information and allow you to provide an explanation. However, Faith Daycare and Learning Center reserves its right to take any and all necessary action based on information disclosed as a result of a criminal background check at its sole discretion.

Please read this form carefully before signing and dating it below, which will authorize Faith Daycare & Learning Center to conduct a criminal background check on you for employment purposes at any time during your employment, as well as during the pre-employment background screening process if you are applying for employment.

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I consent to this investigation and hereby authorize Faith Daycare and Learning Center to conduct and to obtain a criminal background check for employment purposes only.

Name: _____

All other names used: _____

Signature: _____

Date: _____