



Union Child Enrichment Center (CEC) Employment Application

Date _____

I. Personal Information

Name: First _____ M.I. _____ Last _____

Street Address _____

City _____ State _____ Zip _____

Email address _____

Cell Phone _____ Are you 18 years or older? Yes No

II. Employment Experience

Please list three prior employments and duties. May we contact your previous employers? Yes No

Employer #1 Name and Address _____

Dates of Employment: _____ to _____

Supervisor _____ Phone Number _____

Email Address _____

Position/Duties _____

Employer #2 Name and Address _____

Dates of Employment: _____ to _____

Supervisor _____ Phone Number _____

Email Address _____

Position/Duties _____

III. Education Information

High School/GED: Yes No City/State: _____

College/University/Technical: _____ Years completed: 1 2 3 4

Degree: _____ Major: _____

Other: _____ Course of Study: _____

IV. References

Please list three references with contact information (preferably no relatives/former employees):

1. Name _____ Phone Number _____

Email _____

2. Name _____ Phone Number _____

Email _____

3. Name _____ Phone Number _____

Email _____

Please legibly print your answers to each question below completely and accurately. Incomplete or inaccurate responses may invalidate your application.

V. Regarding Employment

1. Why do you want to work for Union CEC? _____

2. What age group do you best like working with (if applicable)? _____

3. What do you consider your strengths? _____

VI. Miscellaneous

Are you able to perform the required tasks without accommodation? Yes No

Are you currently using tobacco? Yes No

Have you ever been arrested or convicted or pleaded guilty to a crime? Yes No

Have you ever participated in, been accused of, plead guilty/no contest to, or been convicted of child abuse, molestation, or any improper conduct involving a minor? Yes No

Explain: _____

Please provide a photograph for identification.

Are you a U.S. citizen? Yes No

If not a U.S. citizen, can you legally be employed in the U.S.? Yes No

If hired, can you provide proof of eligibility to work in the U.S.? Yes No

VII. Agreements

The information contained in this application is correct to the best of my knowledge, I authorize any reference or former employers listed in this application to give you any information/opinions that they may have been regarding my character and fitness for children or youth work. I hereby release any record custodians, both collectively and individually from any and all liability for damages whatever kind or nature which may at any time result to me, my heirs, or family on account of compliance or any attempts to comply with this authorization. I waive any rights I may have to inspect any information provided about me by any person or organization identified by me in this application.

I have carefully read this release and know the contents thereof and sign this release as my own free act.

Signature Date

Should my application be accepted, I agree to be bound by the bylaws and policies for CEC workers in the Employee Handbook in the performance of my services on behalf of the church.

I further state that I have carefully read the foregoing release and know the content thereof and I sign this and release as my own free act. This is a legally binding agreement which I have read and understand.

Applicant's Signature _____ Date _____

Staff Signature _____ Date _____