

First Baptist Church Weekday Education

108 West College Avenue
Tallahassee, Florida 32301
*(850) 222-5470 ext. 301

EMPLOYMENT APPLICATION

Date: _____ Position Applying For: _____

Hours you are available to work: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Phone:(_____) _____ (_____) _____
Primary Secondary

Date of Birth: _____ Social Security Number _____

Emergency Contact Information:

Name _____ Relationship _____

Address _____ Phone Number _____

Are you eligible to work in the U.S.? Yes _____ No _____

Have you ever been convicted or pled no contest to a Felony? Yes _____ No _____

Have you ever held a child care license with the Department of Children and Families or been registered to provide child care in your home? Yes _____ No _____

While employed in a child car program, have you ever been the subject of disciplinary action, or been the part responsible for a child care facility receiving as administrative fine or other disciplinary action? Yes _____ No _____

If yes, please explain:

Education

Circle the highest grade completed:

8 9 10 11 12

GED

College: 1 2 3 4

Graduate School: 1 2 3 4

List all schools attended beginning with high school:

| School | City/State | Dates Attended (mo/yr) | | Graduated? | Degree/Major |
|--------|------------|------------------------|-----|------------|--------------|
| | | From: | To: | | |
| | | From: | To: | | |
| | | From: | To: | | |

Please check any of the following that you have completed:

_____ FCCPC (C.D.A)

_____ Child Care Facility Rules and Regulations

_____ Health, Safety, and Nutrition

_____ Identifying and Reporting Child Abuse and Neglect

_____ Child Growth and Development

_____ Behavioral Observation and Screening

_____ Infant and Toddler Appropriate Practices (10 hours)

_____ Pre-School Appropriate Practices (10 hours)

_____ Special Needs Appropriate Practices (10 hours)

_____ Early Literacy for Children Age Birth to Three (5 hours online)

_____ Basic Guidance and Discipline (5 hours online)

_____ Emergent Literacy for VPK Instructors (5 hours online)

_____ Current C.P.R. Card

_____ Current First Aid Card

Training and Experience

List any additional training, experience, volunteer work, talents, skills, or certifications, etc. that qualify you for the position.

Employment History

Please list most recent first

| | |
|---|---|
| Employer: _____ | Phone: (____) _____ |
| Address: _____ | Supervisor: _____ |
| Job Title: _____ | Starting Salary: _____ Ending Salary: _____ |
| From: _____ To: _____ | Reason for leaving: _____ |
| Responsibilities/duties: _____ | |
| May we contact your previous supervisor? Yes _____ No _____ (explain _____) | |

| | |
|---|---|
| Employer: _____ | Phone: (____) _____ |
| Address: _____ | Supervisor: _____ |
| Job Title: _____ | Starting Salary: _____ Ending Salary: _____ |
| From: _____ To: _____ | Reason for leaving: _____ |
| Responsibilities/duties: _____ | |
| May we contact your previous supervisor? Yes _____ No _____ (explain _____) | |

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| From: _____ To: _____ | Reason for leaving: _____ |
| Responsibilities/duties: _____ | |
| May we contact your previous supervisor? Yes _____ No _____ (explain _____) | |

References

| | |
|------------------|---------------------|
| Full Name: _____ | Relationship: _____ |
| Company: _____ | Phone Number _____ |
| Address: _____ | |
| Full Name: _____ | Relationship: _____ |
| Company: _____ | Phone Number _____ |
| Address: _____ | |
| Full Name: _____ | Relationship: _____ |
| Company: _____ | Phone Number _____ |
| Address: _____ | |

Applicant Statement

Additional Information is attached to supplement this employment application. Yes ___ No ___

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND THAT FALSE INFORMATION MAY BE GROUNDS FOR NOT HIRING ME OR FOR IMMEDIATE TERMINATION OF EMPLOYMENT AT ANY POINT IN THE FUTURE IF I AM HIRED. I AUTHORIZE THE VERIFICATION OF ANY OR ALL INFORMATION LISTED ABOVE. I UNDERSTAND THAT FLORIDA IS AN “AT WILL” EMPLOYMENT STATE.

I understand that the following items are required by the Florida Department of Children and Families:

- Federal and State background check
- Local background check
- Sworn Affidavit of Good Moral Character
- 45 hours of Child Care Training (not required prior to hire date)

Signature: _____ Date: _____

If you are a Christian, please tell us briefly about how you came to know the Lord and your church membership.

I am a member of _____ Church.
Pastor’s Name _____ Phone Number _____