



Parent-Child Development Corporation
P. O. Box 799
West Point, VA 23181
"Strengthening families to strengthen communities"

Application for Employment

Position(s) Applied For: _____ **Date of Application:** _____

Name: (Last) _____ (First) _____ (Middle) _____

Address: _____

Home Phone _____ Other Phone: _____

E-mail Address: _____ How did you learn about this position? _____

May we contact you at work? Yes No Phone Number _____ Time _____

Please indicate the best time to call you at home _____

What date would you be available for work? _____ Desired salary range _____

Will you be available for out-of-town travel if necessary? Yes No

Are you legally eligible for employment in this country? Yes No

Have you worked for this agency before? Yes No Dates _____

Have you applied for a position with this agency before? Yes No Date _____

Have you ever been convicted or pled guilty to a crime? (excluding minor traffic violations) If yes, please provide date(s) and details. Yes No

(A "yes" answer does not automatically exclude you from employment. The date and nature of the offense, position applied for and other factors will be considered.)

A background check is completed on all new employees, including criminal records, child protective services and, if applicable, driving record.

Is this acceptable to you? Yes No

For Office Use Only			
Application Received:	Date _____	Reviewed By _____	
References Checked:	Date _____	Verified By _____	Comment _____
	Date _____	Verified By _____	Comment _____
	Date _____	Verified By _____	Comment _____
Writing Sample Received:	Date _____	Transcript Received:	Date _____
Interview(s) Scheduled:	Date/Time _____	Date/Time _____	Date/Time _____
Hired:	No	Yes	Start Date _____ Position _____

Education:

Do you have a high school diploma or GED? Yes No
If no, what is the highest grade you completed? _____

Beginning with your most recent educational experience, complete the information below for all schools attended following high school.

Name of School and Location	Received	Major	Minor
	Degree _____ Other _____ # of Years Attended _____		
	Degree _____ Other _____ # of Years Attended _____		
	Degree _____ Other _____ # of Years Attended _____		
	Degree _____ Other _____ # of Years Attended _____		

If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date: _____

Qualifications/Skills:

List any certificates, training or special skills that would be helpful in the position for which you are applying: _____

Technology Skills: Indicate software with which you are familiar and your skill level. _____

References: Complete the information below for three business references not related to you. If not applicable, you may list school or personal references not related to you.

Name _____
Title _____
Company _____
Phone _____
Relationship to You _____

Name _____
Title _____
Company _____
Phone _____
Relationship to You _____

Name _____
Title _____
Company _____
Phone _____
Relationship to You _____

Employment History: Starting with your most recent employer, provide the following information.

Employer:	Phone:	Dates Employed: to
Address:		Job Title:
Immediate Supervisor and Title:	May we contact for reference? Yes No	Salary: _____ Hourly Monthly Annual
Why did you leave?		Full Time Part Time Hours Worked Per Week _____
Description of job responsibilities:		
Employer:	Phone:	Dates Employed: to
Address:		Job Title:
Immediate Supervisor and Title:	May we contact for reference? Yes No	Salary: _____ Hourly Monthly Annual
Why did you leave?		Full Time Part Time Hours Worked Per Week _____
Description of job responsibilities:		
Employer:	Phone:	Dates Employed: to
Address:		Job Title:
Immediate Supervisor and Title:	May we contact for reference? Yes No	Salary: _____ Hourly Monthly Annual
Why did you leave?		Full Time Part Time Hours Worked Per Week _____
Description of job responsibilities:		
Employer:	Phone:	Dates Employed: to
Address:		Job Title:
Immediate Supervisor and Title:	May we contact for reference? Yes No	Salary: _____ Hourly Monthly Annual
Why did you leave?		Full Time Part Time Hours Worked Per Week _____
Description of job responsibilities:		

Employment History (continued):

Explain any gaps in your employment history, excluding personal illness, injury or disability. _____

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain. _____

Other Information:

List any job-related professional organizations to which you belong. (Exclude any organizations that would identify race, color, religion, national origin, sex, age, disability, veteran status, or any other protected status.) _____

List any special accomplishments, publications, awards, etc. (Exclude information that would identify race, color, religion, national origin, sex, age, disability, veteran status, or any other protected status.) _____

Is there any other job-related information you want us to know about you? _____

Applicant Certification:

I certify that all information I have provided on this application is true and correct. I understand that if any information provided by me is found to be false or intentionally incomplete that I may be eliminated from consideration for employment or, if hired, may result in termination.

I authorize the employer and its representatives to contact and obtain information from all references (personal or professional), prior employers, educational institutions and other agencies to confirm and supplement information provided by me on this application. I agree to discharge from legal liability this employer and its representatives for lawfully obtaining information in the employment process, and any persons providing such information about me.

I understand that this employer does not discriminate in employment and no information requested on this application is used for the purpose of eliminating an applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

If hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves this same right to terminate my employment at any time, with or without cause and with or without prior notice, except as required by law.

I further understand that this application is not a contract or a guarantee of employment.

If I am applying for a position with the Head Start program, I understand that my hiring is contingent upon the approval of the Head Start Policy Council.

Do not sign below until you have read the Applicant Certification.

I certify that I have read, understand and accept all terms of the applicant certification.

Applicant Signature

Date