



CHILDREN'S CENTER AT USC

AT WILL EMPLOYMENT APPLICATION
(PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE)

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT but merely is intended to evaluate suitability for employment. It is the policy of the Children's center at USC to provide equal employment to all persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under state and federal law. It is also the policy of the Center to have the option of conducting pre-employment screening before a job offer is made. This application will remain active for 120 days. A PERSON WHO HAS BEEN CONVICTED OF A CRIME ENUMERATED IN SUBSECTION (A), SC CODE SECTION 20-7-2725 (B) AS AMENDED, WHO APPLIES FOR EMPLOYMENT WITH, IS EMPLOYED BY, OR SEEKS TO PROVIDE CAREGIVER SERVICES IN, OR IS A CAREGIVER AT SUCH FACILITY, IS GUILTY OF A MISDEMEANOR, AND, UPON CONVICTION, MUST BE FINED NOT MORE THAN FIVE THOUSAND DOLLARS, OR IMPRISONED NOT MORE THAN ONE YEAR, OR BOTH.

PERSONAL INFORMATION

Last Name: _____ First: _____ Middle: _____

Social Security #: _____ Home Phone: _____ Cell Phone: _____

Please list below your current address and one other most recent previous addresses:

Current Street:	City:	State/ZIP:	Since (Mo/Yr):
Previous Street:	City:	State/ZIP:	Since (Mo/Yr):

EDUCATION

High School Attended:	City, County & State:	Did you earn a diploma?	Year?
Undergraduate College Attended:	City & State:	Areas of Study:	Degree/Certificate/Diploma, Year?

Education /continue/

Graduate School Attended:	City & State:	Areas of Study:	Degree/Certificate/Diploma, Year?
Trade, Business or Other School:	City & State:	Areas of Study:	Degree/Certificate/Diploma, Year?

EMPLOYMENT INFORMATION

Position Applied For:	Date You Can Start Work:	Desired Salary:
Do You Prefer (Circle One):	Can You Open (7:00 am):	Can You Close (6:30 pm):
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT HISTORY

May We Contact Your Present Employer? Yes/No

Please list below you last three employers, beginning with the most recent:

Most Recent Employer:	City:	State/ZIP:	Phone:
Position Held:	Dates To/From:	Pay Rate Upon Leaving:	Supervisor:
Duties:	Reason For Leaving:		

Next Most Recent Employer:	City:	State/ZIP:	Phone:
Position Held:	Dates To/From:	Pay Rate Upon Leaving:	Supervisor:
Duties:	Reason For Leaving:		

Employment history/continue/

Next Most Recent Employer:	City:	State/ZIP:	Phone:
Position Held:	Dates To/From:	Pay Rate Upon Leaving:	Supervisor:
Duties:	Reason For Leaving:		

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Please answer all of the following questions. When necessary, note question number and use an extra paper to provide explanations.

1. Are you at least 18 years of age and legally eligible for work in the United States? Yes___ No___
2. Will you work overtime when necessary? Yes___ No___
3. Have you ever been discharged or asked to resign from a job? (If yes, please explain) Yes___ No___
4. Have you ever been convicted of or pled guilty to a felony or other crime? (If yes, please explain) Yes___ No___
5. Have you worked in a licensed child care center for at least six months? _____
6. Why do you want to work at this center? _____

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JOB RELATED

1. Have you worked for the Children's Center at USC Center in the past? Yes ___ No___
2. Do you have any physical limitations that would restrict your lifting or carrying children? Yes___ No___ (If yes, please explain) _____
3. State Licensing requires all child care providers to complete 15 hours of training annually our center requires 20 hours to meet NAEYC standards. Would you be willing to participate? Yes___ No___ (If no, please explain) _____

4. Do you have a valid driver's license? Yes___ No___
If Yes: Driver's License Number: _____ State of Issue: _____
Please use this space to list any special skills or experience that you may have that relate to the position applied for: _____

Please list any professional licenses, designations, certifications, etc. that may relate to the position applied for. Include date granted, name of organization, and any other relevant information.

APPLICANT'S CERTIFICATION AGREEMENT

I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information, and I also release the Center from all liability which might result from making the investigation.

2. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

3. I agree, if I am offered and accept a position, to conform to all existing and future Center rules and regulations and I understand that the Center reserves the right to change wages, hours and working conditions as deemed necessary for the benefit of children served. **I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.**

4. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.

5. I have read and reviewed the information provided in this application and the above statements. By signing this application I certify that I understand all parts of it and have answered all questions completely and fully.

Signature _____

Date: _____