

HOLY COVENANT UNITED METHODIST CHURCH
CHILD DEVELOPMENT CENTER
Staff Application

DATE: _____

1. PERSONAL:

Name _____ Social Security No. _____
Last First Middle
 Address _____ Phone No. _____
 City/ State/ Zip _____ Age: _____ Date of Birth: _____
 Position Applying For: _____ EMAIL _____
 Person to contact in case of emergency: _____
 Address: _____ Phone No. _____

2. EDUCATION:

High School Education: High School Diploma YES / NO (Circle One)
 GED YES / NO (Circle One)
 Name of College _____ Years Completed: 1 2 3 4
 Year Graduated: _____ Major: _____ Degree: _____
 Minor: _____ Certificate Title: _____
 Other Training: (Music, Art, Etc.) _____

 First-Aid Training: _____

3. EXPERIENCE WITH CHILDREN (Please Check)

_____ Teaching Ages: _____ Grades: _____
 _____ Working in day care center, preschool, early childhood center, etc. _____

 _____ Care for children in your home or church Number: _____ Ages: _____
 _____ Other experience with children: _____

4.EMPLOYMENT RECORD: List all positions you have held beginning with your present or last employer.

DATES EMPLOYED	POSITION	EMPLOYER	ADDRESS	PHONE	REASON FOR LEAVING
1					
2					
3					
4					
5					
6					
7					
8					

5. REFERENCES: Give names and addresses of four persons for reference, other than relatives, who know you personally and are willing to certify to your character, ability, and experience.

1) Name: _____
 Address: _____
 City,Zip: _____
 Phone: _____

Do not write in this space.

2) Name: _____
 Address: _____
 City,Zip: _____
 Phone: _____

Do not write in this space.

3) Name: _____
 Address: _____
 City,Zip: _____
 Phone: _____

Do not write in this space.

4) Name: _____
 Address: _____
 City,Zip: _____
 Phone: _____

Do not write in this space.

6. OTHER QUALIFICATIONS:

Please list any honors, additional qualifications, or skills that you would like to be taken into consideration. You may list high school or college honors, internships, volunteer work, or other experience.

Please explain why you think you would be a good candidate for this position.

I agree that all the above information is true to the best of my knowledge and understand that any attempt to falsify this information will be grounds for disqualification of or removal from employment with Holy Covenant Child Development Center.

Signature: _____

Date: _____

AFFIDAVIT FOR APPLICANTS FOR EMPLOYMENT WITH A LICENSED FACILITY OR REGISTERED FAMILY HOME

AN APPLICANT FOR TEMPORARY OR PERMANENT EMPLOYMENT with a licensed facility, or registered family home whose employment or potential employment with the facility or home involves direct interaction with or the opportunity to interact and associate with children must execute and submit the following affidavit with the application for employment:

STATE OF TEXAS

COUNTY OF _____

I swear or affirm under penalty of perjury that I do not now and I have not at any time, either as an adult or as a juvenile:

1. Been convicted of;
2. Pleaded guilty to (whether or not resulting in a conviction);
3. Pleaded nolo contendere or no contest to;
4. Admitted;
5. Had any judgment or order rendered against me (whether by default or otherwise);
6. Entered into any settlement of an action or claim of;
7. Had any license, certification, employment, or volunteer position suspended, revoked, terminated, or adversely affected because of;
8. Resigned under threat of termination of employment or volunteerism for;
9. Had a report of child abuse or neglect made and substantiated against me for; or
10. Have any pending criminal charges against me in this or any other jurisdiction for;

Any conduct, matter, or thing (irrespective of formal name thereof) constituting or involving (whether under criminal or civil law of any jurisdiction):

1. Any felony;
2. Rape or other sexual assault;
3. Physical, sexual, emotional abuse and/or neglect of a minor;
4. Incest;
5. Exploitation, including sexual, of a minor;
6. Sexual misconduct with a minor;
7. Molestation of a child;
8. Lewdness or indecent exposure;
9. Lewd and lascivious behavior;
10. Obscene or pornographic literature, photographs, or videos;
11. Assault, battery, or any violent offense involving a minor;
12. Endangerment of a child;
13. Any misdemeanor or other offense classification involving a minor or to which a minor was a witness;
14. Unfitness as a parent or custodian;
15. Removing children from a state or concealing children in violation of a court order;
16. Restrictions or limitations on contact or visitation with children or minors resulting from a court order protecting a child or minor from abuse, neglect, or exploitation; or,
17. Any type of child abduction.

Except the following (list all incidents, locations, description, and date) (if none, write NONE)

The failure or refusal of the applicant to sign or provide the affidavit constitutes good cause for refusal to hire the applicant.

Signed: _____ Date: _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____

Signature of notary officer: _____
(seal, if any, of notarial officer)

My commission expires: _____