



**APPLICATION FOR EMPLOYMENT**  
PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER

DATE \_\_\_\_\_

**PERSONAL INFORMATION**

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NAME (Last, First) \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NO. \_\_\_\_\_ CELL/PAGER NO. \_\_\_\_\_ OTHER NO. \_\_\_\_\_

DRIVER'S LICENSE #. \_\_\_\_\_ DOB \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

PHONE NO. \_\_\_\_\_ ADDRESS \_\_\_\_\_

**EMPLOYMENT DESIRED**

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POSITION \_\_\_\_\_ REFERRED BY \_\_\_\_\_

DATE YOU CAN START \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_

WHAT DAYS/NIGHTS & HOURS ARE YOU AVAILABLE? \_\_\_\_\_

ARE YOU CURRENTLY EMPLOYED? \_\_\_\_\_ MAY WE CONTACT THEM? \_\_\_\_\_

**EDUCATION**

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**HIGH SCHOOL** \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

DID YOU GRADUATE? \_\_\_\_\_ SUBJECTS STUDIED \_\_\_\_\_

**COLLEGE** \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

DID YOU GRADUATE? \_\_\_\_\_ SUBJECTS STUDIED \_\_\_\_\_

**TRADE/BUSINESS SCHOOL** \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

DID YOU GRADUATE? \_\_\_\_\_ SUBJECTS STUDIED \_\_\_\_\_

**REFERENCES**

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NAME \_\_\_\_\_ CITY/STATE \_\_\_\_\_ PHONE NO. \_\_\_\_\_

NAME \_\_\_\_\_ CITY/STATE \_\_\_\_\_ PHONE NO. \_\_\_\_\_

**FORMER EMPLOYERS (START WITH LAST ONE FIRST)**

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<b>EMPLOYER</b> _____	FROM/TO _____
CITY/STATE _____	PHONE NO _____
POSITION _____	SALARY _____
<b>EMPLOYER</b> _____	FROM/TO _____
CITY/STATE _____	PHONE NO _____
POSITION _____	SALARY _____
<b>EMPLOYER</b> _____	FROM/TO _____
CITY/STATE _____	PHONE NO _____
POSITION _____	SALARY _____

**QUESTIONS**

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HOW LONG HAVE YOU BEEN IN CHILDCARE? (THIS CAN INCLUDE BABYSITTING, NANNY WORK, CHURCH NURSERIES, CAMP COUNSELOR, ETC.)

DO YOU HAVE EARLY EDUCATION QUALIFICATIONS? (GROUP LEADER OR DIRECTOR)

DESCRIBE ANY TALENTS, EXPERIENCES, OR CLASSES THAT YOU HAVE HAD, INVOLVING CHILDREN?

WHAT AGES ARE YOU COMFORTABLE TAKING CARE OF?

HAVE YOU EVER BEEN ASKED TO LEAVE A DAYCARE OR BABYSITTING JOB?

IF YES, WHAT WAS THE SITUATION?

HAVE YOU EVER BEEN CONVICTED OF A CRIME THAT WOULD APPEAR ON ANY BACKGROUND CHECKS THAT WE ARE REQUIRED TO DO ON YOU BY THE DEPT OF HUMAN SERVICES, CHILD CARE DIVISION?

WHAT ACTIVITIES MIGHT YOU DO WITH A CHILD AROUND THE AGE OF 3?

HOW DO YOU DISCIPLINE A CHILD WHO IS NOT LISTENING TO YOU?

THROWING A TEMPER?

DO YOU FEEL COMFORTABLE GIVING FEEDBACK TO THE PARENTS OR THE CENTER'S SUPERVISORS?

**AUTHORIZATION**

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“I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZED INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE.”

ANY APPLICANT WHO KNOWINGLY OR WILLFULLY MAKES A FALSE STATEMENT OF ANY MATERIAL FACT OR THING IN THE APPLICATION IS GUILTY OF PERJURY IN THE SECOND DEGREE AS DEFINED IN SECTION 18-8-503, C.R.S., AND, UPON CONVICTION THEREOF, SHALL BE PUNISHED ACCORDINGLY.”

**I HAVE NEVER BEEN CONVICTED OF ANY FELONY OR MISDEMEANOR, AND THERE ARE NO PENDING CRIMINAL CHARGES AGAINST ME.**

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**INTERVIEWERS REMARKS**

INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

NEATNESS            1        2        3        4        5

PERSONALITY        1        2        3        4        5

ABILITY             1        2        3        4        5

HIRE?            YES            NO            IF NO, REASON WHY \_\_\_\_\_

POSITION: Front    Main    Toddler    SHIFTS HIRED TO WORK \_\_\_\_\_ START DATE \_\_\_\_\_

SALARY WAGES: Probation \$ \_\_\_\_\_ until date: \_\_\_\_\_ Pay Rate \$ \_\_\_\_\_ - \_\_\_\_\_ kids = \$ \_\_\_\_\_

**PAY INCREASES (when applied)**

\_\_\_\_\_ Date of 1<sup>st</sup> year anniversary pay rate increase    Amount of increase: .25    .50    .75    1.00    Pay Rate now \$ \_\_\_\_\_

\_\_\_\_\_ Date of 2<sup>nd</sup> year anniversary pay rate increase    Amount of increase: .25    .50    .75    1.00    Pay Rate now \$ \_\_\_\_\_

\_\_\_\_\_ Date of 3<sup>rd</sup> year anniversary pay rate increase    Amount of increase: .25    .50    .75    1.00    Pay Rate now \$ \_\_\_\_\_

\_\_\_\_\_ Date of 4<sup>th</sup> year anniversary pay rate increase    Amount of increase: .25    .50    .75    1.00    Pay Rate now \$ \_\_\_\_\_

**RECORD OF EMPLOYEE CONVERSATIONS**

Date: \_\_\_\_\_ Reason for conference: \_\_\_\_\_

Result or Solution: \_\_\_\_\_

Date: \_\_\_\_\_ Reason for conference: \_\_\_\_\_

Result or Solution: \_\_\_\_\_

Date: \_\_\_\_\_ Reason for conference: \_\_\_\_\_

Result or Solution: \_\_\_\_\_

Date: \_\_\_\_\_ Reason for conference: \_\_\_\_\_

Result or Solution: \_\_\_\_\_

**TERMINATION RECORD**

Date: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_ \$ owed to KidsTown?  NO     YES \$ \_\_\_\_\_

Resignation             Dismissal            Reason for Separation: \_\_\_\_\_

Is this employee eligible to work at KidsTown again?  NO     YES