



APPLICATION FOR EMPLOYMENT

Position(s) Applied For: _____ Salary Desired: \$ _____

Referral Source: Advertisement Friend Relative Walk-in Other

Full Name: _____ Date of Birth: ____/____/____

Address: _____

City: _____ State: _____ Zip _____

Telephone: _____ SS# _____ - _____ - _____

Person to contact in case of Emergency: _____

Relationship: _____ Contact # _____

Have you ever been employed by ORCA Yes _____ No _____

If yes, dates employed: _____

Are you currently employed? Yes _____ No _____

If yes, by whom? _____

Phone Number _____

If No, Why? _____

May we contact you current employer? Yes _____ No _____

Are you prevented from lawfully being employed in the United States due to visa or immigration status? Yes No

Are you fluent in the language of English? Yes _____ No _____

What other foreign languages are you fluent in? _____

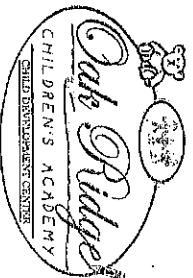
When are you available for work? _____

Are you on lay-off and subject to recall? Yes No

Have you ever been convicted of a felony within the past 7 years? Yes No
If yes please explain: _____

Education Level: No High School Diploma _____ High School Graduate _____
GED _____ CDA _____ AA Degree _____ AS Degree _____ BA Degree _____ Director's Credential's _____

Do you have the state mandated Classes Completed? Yes _____ No _____
You have any annual In-Service (10) hours Training Yes _____ No _____
First Aid? Yes _____ No _____ CPR? Yes _____ No _____



please answer the following questions:

1. 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**

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

If yes, please explain:

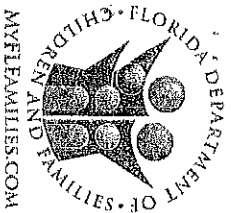
Any Reason for getting another Job: _____

What types of skills do you possess that would be beneficial to our company?

I do hereby certify that the above information given is correct and valid. I received a copy of the "Policies and Procedure" Employee Handbook

Signature _____ **Date** _____

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.



Employment History and Reference Check

Name of Applicant: _____ Position: _____
Last, First Middle

Pursuant to Chapter 402 of the Florida Statute, background screening for purposes of child care also includes an employment history check.¹⁹⁰ The purpose of an employment history check is to validate the person's employment history (dates and employers) and determine the person's work ethic and child care experience (if any). Provide the following information about your previous employment.

- Your last three (3) employers, in chronological order (most recent job first), even if this is more than a two (2) year period
- If you have worked more than three (3) jobs in the past two (2) years, list all jobs within the past 5 years.

1. Current or Most Recent Employer

Place of Employment: _____ Phone: _____

Address: _____ City: _____ St: _____

Dates of Employment: From _____ Until: _____ Position Held _____

Supervisor: _____

Reason for Leaving: _____

Job Description: _____

For Official Use Only

Verified By: _____

Person Contacted: _____ Title: _____

Working Relationship to Applicant: _____ Date of Contact: _____

If unable to contact employment reference, please state reason: _____

1. Please verify applicant's dates of employment: YES NO
2. Please verify applicant's position held: YES NO
3. Please verify applicant's duties: YES NO
4. Please verify applicant's reason for leaving: YES NO

5. Are you, as the reference, aware of any information that might affect this individual's suitability for employment in a position where he or she would come into direct contact with children/children's records? YES NO
6. If yes, please explain: _____

2. Next Most Recent Employer

Place of Employment: _____ Phone: _____

Address: _____ City: _____ St.: _____

Dates of Employment: From _____ Until: _____ Position Held _____

Supervisor: _____

Reason for Leaving: _____

Job Description: _____

For Official Use Only

Verified By: _____

Person Contacted: _____ Title: _____

Working Relationship to Applicant: _____ Date of Contact: _____

If unable to contact employment reference, please state reason: _____

1. Please verify applicant's dates of employment: YES NO
2. Please verify applicant's position held: YES NO
3. Please verify applicant's duties: YES NO
4. Please verify applicant's reason for leaving: YES NO
5. Are you, as the reference, aware of any information that might affect this individual's suitability for employment in a position where he or she would come into direct contact with children/children's records? YES NO
6. If yes, please explain: _____

3. Next Most Recent Employer

Place of Employment: _____ Phone: _____

Address: _____ City: _____ St.: _____

Dates of Employment: From _____ Unit: _____ Position Held _____

Supervisor: _____

Reason for Leaving: _____

Job Description: _____

For Official Use Only

Verified By: _____

Person Contacted: _____ Title: _____

Working Relationship to Applicant: _____ Date of Contact: _____

If unable to contact employment reference, please state reason: _____

1. Please verify applicant's dates of employment: YES NO
2. Please verify applicant's position held: YES NO
3. Please verify applicant's duties: YES NO
4. Please verify applicant's reason for leaving: YES NO
5. Are you, as the reference, aware of any information that might affect this individual's suitability for employment in a position where he or she would come into direct contact with children/children's records? YES NO
6. If yes, please explain: _____

4. Next Most Recent Employer

Place of Employment: _____ Phone: _____

Address: _____ City: _____ St.: _____

Dates of Employment: From _____ Until: _____ Position Held _____

Supervisor: _____

Reason for Leaving: _____

Job Description: _____

For Official Use Only

Verified By: _____

Person Contacted: _____

Title: _____

Working Relationship to Applicant: _____

Date of Contact: _____

If unable to contact employment reference, please state reason: _____

1. Please verify applicant's dates of employment: YES NO
2. Please verify applicant's position held: YES NO
3. Please verify applicant's duties: YES NO
4. Please verify applicant's reason for leaving: YES NO
5. Are you, as the reference, aware of any information that might affect this individual's suitability for employment in a position where he or she would come into direct contact with children/children's records? YES NO
6. If yes, please explain: _____