

# Presbyterian Center for Children

## Employment Application



We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including: race, ethnicity, age, gender, religion or national origin.

**Personal Information**

Today's Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Phone Number \_\_\_\_\_

Effective 1/1/2006, "before a center makes an offer of employment to a person, ... the center must perform a criminal history check on a person using the Michigan State Police's internet criminal history access tool (ICHAT). (Public Act 116, 1073) If ICHAT reveals the person being considered for employment has been convicted of a listed offense, the center may not make an offer of employment to that person. In order to run this check, the person's birthdate is required.

Date of Birth \_\_\_\_\_

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**Military Service Record**

Have you had any experience in the Armed Forces of the United States or in the National Guard? Yes No If yes, what branch? \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Date of Discharge \_\_\_\_\_

Are you in the Reserves? Yes No If yes, date obligation ends. \_\_\_\_\_

Special/Technical Training \_\_\_\_\_

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**Additional Information**

Have you ever been convicted of a crime? Yes No

If yes, when, where and nature of offense. \_\_\_\_\_

Do you have a valid driver's license? Yes No License # \_\_\_\_\_

What experience have you had with small children? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Physical Record**

Do you have any physical condition which may limit your ability to perform the job applied for? This question is voluntary, and any questions will be kept confidential.

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In case of

Emergency notify: \_\_\_\_\_

Name

Address

Phone Number

Relationship

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**Employment Desired**

Position Desired \_\_\_\_\_ Date you can start \_\_\_\_\_

Salary Desired \_\_\_\_\_ Are you employed now? Yes No

If so, may we inquire of your present employer? Yes No

Have you ever applied at the Presbyterian Church or Center for Children before? Yes No

When \_\_\_\_\_ Where \_\_\_\_\_

Do you have friends/relatives who are employed at PCFC? \_\_\_\_\_

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**Education**

Name & Location

Circle Last Year  
Completed

Did you  
Graduate?

Degree(s)  
Received

High School \_\_\_\_\_ 1 2 3 4 \_\_\_\_\_

College \_\_\_\_\_ 1 2 3 4 \_\_\_\_\_

Trade, Business,  
Correspondence  
School \_\_\_\_\_ 1 2 3 4 \_\_\_\_\_

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**Former Employers**

Please list below your last four employers, starting with the last one first.

Dates of Employment	Name & Address	Phone #	Salary	Position Held	Reason for Leaving
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1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

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**References**

Please list below the names of 3 persons not related to you, which you have known at least 1 year.

Name	Address & Phone #	Occupation/ Business	# of Years Acquainted
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1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

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*I authorize investigation of all statements contained in this application. I understand that any misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may be terminated at any time without any previous notice.*

\_\_\_\_\_  
Date\_\_\_\_\_  
Signature

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(Please do not write below this line.)

References checked: \_\_\_\_\_ Response: \_\_\_\_\_

Interviewed on: \_\_\_\_\_ Comments: \_\_\_\_\_

Hired: \_\_\_\_\_ To start on: \_\_\_\_\_ Position: \_\_\_\_\_ Pay: \_\_\_\_\_