

# ZEARING CHILD ENRICHMENT CENTER

633 Masonic Drive Princeton, IL 61356/telephone: 815-875-2335

## Application for Employment

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, or marital status. In addition, the agency will not discriminate on the basis of handicap where the reasonable requirements of the particular job do not require such distinction.

### PERSONAL:

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_

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

Telephone \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Home \_\_\_\_\_ Business \_\_\_\_\_

Position desired: \_\_\_\_\_

Are you seeking full-time \_\_\_\_\_ part-time \_\_\_\_\_ substitute \_\_\_\_\_ employment?

Date available for employment: \_\_\_\_\_

Special skills or training: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any health problem which could adversely affect your job performance? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>EDUCATION</b>	<b>NAME &amp; LOCATION OF SCHOOL</b>	<b>COURSE OF STUDY</b>	<b>NO. OF YEARS COMPLETED</b>	<b>DID YOU GRADUATE?</b>	<b>DEGREE OR DIPLOMA</b>
<b>SCHOOL:</b>					
<b>College</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>High School</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Elementary</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Other</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Write your educational philosophy:

List all volunteer and community work, hobbies or special interests related to the position for which you are applying: \_\_\_\_\_

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If you have any other accomplishments, and references, please list: \_\_\_\_\_

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**EMPLOYMENT:**

List below all present and past employment, beginning with your most recent.

Name/address/telephone of employer	From		To		Describe work you did - in detail	Supervisor
	Mo.	Yr.	Mo.	Yr.		

Do we have your permission to contact your former employers for references? \_\_\_\_\_

List names and addresses for four (3) Business references & (1) Personal reference:

- 1.
- 2.
- 3.
- 4.

Are you presently employed? \_\_\_\_\_ Where? \_\_\_\_\_

State reason for wanting to leave: \_\_\_\_\_

Have you been convicted of a felony excluding misdemeanors?

If yes, describe in full: \_\_\_\_\_

\_\_\_\_\_