

SHELL'S CHILD CARE CENTERS & SHELL'S RECREATION CENTER Application for Employment

SHELL'S is an equal opportunity employer. Applicants are considered for employment without regard to race, color, creed, religion, age, sex, national origin, marital, military status or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification.

PERSONAL INFORMATION

Date: _____ Daytime Phone: _____

(Full Legal) Name: _____

Nickname: _____ Social Security #: ____ - ____ - ____

Current Address: _____

City: _____ State: _____ Zip: _____

Position Applying For: _____

Location Applying For: Frederica Harrington Milton

Desired Salary: _____

Please list Hours you *cannot* work: _____

Age Group Preference: _____

Referred By _____

Are you over 18 years old? _____ Are you over 21 Years old? _____

Education (High School Diploma/GED) Date _____

(College Degree) Date _____

Are you available to work Full Time Part-Time Temporary

If seeking part-time employment, what hours and days of the week would you be able to work?

Monday	Tuesday	Wednesday	Thursday	Friday

Will you work overtime if requested? Yes No

On what date would you be available for work? _____

Have you completed an application with SHELL'S before? Yes No

If yes, give date and location _____

Have you ever been employed by SHELL'S before? Yes No

If yes, give date, location and reason for leaving _____

Is your spouse/ or other relative employed by this or any other Shell's affiliated center?

If yes, which location? _____

Does your child/children attend this or any other Shell's affiliated center?

If yes, which one? _____

Are you a U.S. Citizen or an alien legally entitled to work in the position(s) for which you have applied?

Yes No

Do you fluently speak or write a second language or languages? Yes No

If yes, which language or languages? _____

Have you been convicted of a felony or misdemeanor (other than a minor traffic violation)? Yes No

(Conviction will not necessarily disqualify applicant from employment)

If Yes, please explain _____

Have you ever been convicted of child abuse, child sexual abuse or neglect? Yes No

If Yes, please explain _____

Have you ever been convicted of adult abuse or neglect? Yes No

If Yes, please explain _____

Do you currently have a criminal indictment/charge against you? Yes No

If Yes, please explain _____

Have you ever been discharged from any position? Yes No

If Yes, please explain _____

PERSONAL REFERENCES

List the name, address, and telephone number of three references who are not related to you and you have known for at least one year.

Name: _____ Phone _____

Address: _____

Name: _____ Phone _____

Address: _____

Name: _____ Phone _____

Address: _____

EDUCATION HISTORY

Name of High School	Address	Years Attended	Did you Graduate?	Subjects Studied/Major
Name of College	Address	Years Attended	Did you Graduate?	Subjects Studied/Major
Name of Trade/Business or Correspondence School	Address	Years Attended	Did you Graduate?	Subjects Studied/Major

EMPLOYMENT RECORD

Starting with your present or most recent job, list your employment experience for at least the past 10 years relating to child care first. You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment.

Employer	Employment dates	Kind of Work Performed:
Address	From To	
Telephone ()	Salary/Hourly Rate	
Job Title	Starting	Reason for leaving
Immediate Supervisor	Final	
Employer	Employment dates	Kind of Work Performed:
Address	From To	
Telephone ()	Salary/Hourly Rate	
Job Title	Starting	Reason for leaving
Immediate Supervisor	Final	
Employer	Employment dates	Kind of Work Performed:
Address	From To	
Telephone ()	Salary/Hourly Rate	
Job Title	Starting	Reason for leaving
Immediate Supervisor	Final	

May SHELL'S contact the employers listed above? Yes No If no, indicate which one(s) you do NOT wish SHELL'S to contact, and state the reason why you prefer that we do not contact the employer(s).

STANDARD QUESTIONS

Use THREE WORDS that describe your personality.

What importance does the words listed above play in teaching young children?

What is your personal philosophy (belief) of a child care program?

What makes a successful child care program?

What are your special skills, talents and abilities that you bring to this program?
