



Northern Door Children's Center

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Mailing Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____

Position Applied for: _____ Full Time Part Time Flexible

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever filed an application here before? YES NO If yes, when? _____

Have you ever been convicted of a felony or misdemeanor? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Questions

1. What do you feel best qualifies you for this position, additional skills, ect.?

2. What satisfaction do you expect to receive from this position?

3. Would you be willing to further your education for this position?

4. Are you interested in long-range employment?

5. Which age group are you most comfortable with?

6. Do you have any physical or other limitations that would prevent you from performing the job you are applying for? If yes, please explain, including what if any accommodations would be necessary for you to perform the essential duties of this job.

7. As required by the State of Wisconsin, HFS 46.12, each employee hired must have criminal records check completed. Do you object to our organization obtaining this information? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment, as may be necessary in arriving at an employment decision.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____