



EMPLOYMENT APPLICATION

Schoenbaum Family Enrichment Center, Inc. is an equal employment opportunity employer. All applicants are given equal consideration regardless of race, color, religion, sex (including pregnancy and sex discrimination in payment of wages), national origin, ancestry, citizenship status, veteran status, physical or mental disability, age, marital status, sexual orientation, and genetic information.

DATE: _____

Normal Hours of Operations are Monday—Friday, 8:00am—5:00pm. Occasional evening or weekend hours may be required or scheduled per position.

Name: _____ Last _____ First _____ Middle _____ Cell Number _____
Address _____ Street _____ City _____ State _____ Zip _____ Home Number _____

List any additional names which you have used that will help us to check your work record and pre-employment checks: _____

Position you are applying for: _____ Date available to start work: _____

Have you ever worked or applied at Schoenbaum Family Enrichment Center or Charleston Child Care and Learning Center before? ____ If yes, when, what position? _____

AVAILABLE TO WORK:

Full-time _____
Part-time _____

	MON	TUES	WED	THU	FRI
FROM (START TIME)					
TO (END TIME)					

NOT AVAILABLE TO WORK:

When my school schedule changes each semester ____

What are other times and /or reasons you know you would not be available to work: _____

Are you legally entitled to work in the United States? _____ If hired, can you provide documentation of eligibility? _____

Are you 18 years of age or older? _____ If no, state your age: _____

We conduct pre-employment drug screening for some positions. Are you willing to submit to a drug test? Yes ____ No ____

Do you have friends or relatives employed by Schoenbaum Family Enrichment Center (including the Learning Center)? "Relative" is a grandparent, parent, sibling, aunt, uncle, cousin, etc., by blood or by marriage, or a person with similar relationship that resides in your current household. For example your "Step-Mother" may not actually be married to your father, but lives with you and your father in your household, and is employed by SFEC.

No ____ Yes ____ If yes, please give names, work locations, and relationship (friend, or list type of relative): _____

Is any child for whom you are a parent or legal guardian either on a waiting list (born or expected) or receiving services at Charleston Child Care and Learning Center, or both?

No ____ Yes ____ If yes, please give names and ages of all children: _____

EDUCATION: List the academic institution that has record of your highest completed certificate, high school diploma (equivalent), or degree:

Name of Institution: _____ Graduate Year: _____ Name of certificate, diploma or degree: _____

Address _____ Street _____ City _____ State _____ Zip _____ Phone Number _____



EMPLOYMENT HISTORY

Company Name and Address	From Mo./Yr.	To Mo./Yr.	Position Title Supervisor's Name	Starting Hourly Wage or Ann. Salary	Ending Hourly Wage or Ann. Salary	Reason for Leaving
1.						
2.						
3.						
4.						

Please explain all periods of unemployment:

From (Mo./Yr.) _____ To (Mo./Yr.) _____ Reason: _____

From (Mo./Yr.) _____ To (Mo./Yr.) _____ Reason: _____

From (Mo./Yr.) _____ To (Mo./Yr.) _____ Reason: _____

WORK-RELATED REFERENCES: PROVIDE AT LEAST 2 REFERENCES THAT YOU DIRECTLY WORKED WITH NOW OR IN PAST EMPLOYMENT (write on back of this page if needed)

Name: _____

Name: _____

Address: _____

Address: _____

Work Phone: _____ Personal Phone: _____

Work Phone: _____ Personal Phone: _____

Employer: _____

Employer: _____

Relationship to Reference: _____

Relationship to Reference: _____

Have you ever been convicted of or plead guilty to a crime? (Answer NO for any annulled, expunged or sealed records; minor traffic offenses; or any conviction that was pardoned, discharged, or dismissed upon condition of probation). Yes ____ No ____

If yes, provide details _____

CERTIFICATION, CONSENT AND AUTHORIZATION:

I have read and understood the questions asked in this application. I certify the information I have provided in form and for the Employment Application process is true, accurate, and complete. I authorize verification of all statements contain in this Application, including contacting and obtaining records from former employers, academic institutions, employment references. I hereby release Schoenbaum Family Enrichment Center, Inc. (the Organization) and all affiliated persons and entities as well as any person or institution that provides any lawful information to SFEC about me from all liability resulting from any inquiry, investigation or communication.

I agree to sign all forms necessary for the Organization to complete pre-employment screenings and background investigation checks. I agree that nothing in this application shall constitute employment with the Organization. I understand the Organization is an at-will employer which only makes an offer of employment in writing that is signed by an authorized Director of the Organization. If hired I understand my employment is at-will and may be terminated with or without cause and with or without notice by myself or by the Organization.

Signature: _____

Date: _____