

# EMPLOYMENT APPLICATION

Peace Lutheran Ministries

## Peace Lutheran Ministries is an Equal Opportunity Employer

Thank you for your interest in working at Peace Childcare Learning Center (CLC). Please complete the attached application and authorization for release of information forms. Print or type all information so it may be easily read. Be certain all forms are completely filled out and signed. Use the abbreviation N/A if a provision or section in the application is not applicable to you. Incomplete applications will not be considered. If you have any questions, please ask.

If you require an accommodation to participate in the application process, please advise the director of your requested accommodation.

The information submitted in your application will be used to conduct a criminal background check. Conviction of a crime is not an automatic bar to employment. However, some positions may not be held by persons convicted of certain crimes in accordance with policy and state law.

Employment decisions are made solely based on qualifications to perform the work for which you are applying. Qualifications include education, training, work experience and other factors which are relevant in determining job performance. Credentials and experience will be verified through schools, former employers and licensing/certification agencies.

Peace CLC seeks applicants who want to have a positive influence on the lives of children entrusted to our care. Peace CLC does not tolerate abuse of any kind against a child. Incidents involving abuse of a child are referred to proper authorities for investigation and prosecution. Your name and personal information will be submitted for criminal background check in accordance with state law.

Peace Lutheran Ministries appreciates your cooperation.

### Criminal Background Check

I authorize the release of all criminal records maintained by local, state and federal criminal records bureaus, agencies and departments, where allowed by law, including child abuse and child protection registries, to Peace CLC. I understand this information will become part of my employment record with Peace CLC and may be used to determine my eligibility for employment of continued employment.

I hereby unconditionally release Peace CLC and any local, state, and federal bureau, agency and departments and their agents, employees, officers or directors from any and all legal liability in any way related to or arising from the provisions or utilization of such records.

This release shall be effective immediately and shall remain in effect throughout my employment with Peace CLC.

Employee / Applicant's Signature	Date
Employee / Applicant's Name (Please Print)	
Address	

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Please Print or Type Information

Last Name	First Name	Middle Initial	Birth date (month/day/year)
Permanent Address			
City	State	Zip	County
Phone Number	Email Address	Social Security Number	

**Residential History**—Please list all residences for the past 7 years. List most recent first (use back of form if more than 3)

Date	Address	City	State

Are you at least 18 years old?  YES  NO

Have you been informed of and do you understand the essential functions of the job?  YES  NO

Can you perform the functions of the job, with or without reasonable accommodations?  YES  NO

Class age group preferred \_\_\_\_\_ Number of hours per week desired \_\_\_\_\_

Do you have the legal right to work in the United States?  YES  NO

If you answer “yes” you will be required to present documentation showing your proof of citizenship or employment authorization and identity. If you answered “no” you are not eligible for employment with Peace CLC.

### Education

<b>High School</b>	Name		
	Location	Number of Years Attended	
<b>College</b>  Transcript may be required	Name		
	Location	Number of Years Attended	
	Degree or Certification	Field of Study	
<b>Other: Graduate, Business, Trade, Technical</b>	Name		
	Location	Number of Years Attended	
	Degree or Certification	Field of Study	

## Experience

May we contact your current employer?  YES  NO

List all previous work experience, list most recent employer first.

Company Name - 1	Position Held	Dates of Employment (month/year) From: _____ To: _____
Name of Supervisor / Phone Number	Company Address	Company Email Address
Responsibilities	Reason for Leaving	Salary:
Company Name - 2	Position Held	Dates of Employment (month/year) From: _____ To: _____
Name of Supervisor / Phone Number	Company Address	Company Email Address
Responsibilities	Reason for Leaving	Salary:
Company Name - 3	Position Held	Dates of Employment (month/year) From: _____ To: _____
Name of Supervisor / Phone Number	Company Address	Company Email Address
Responsibilities	Reason for Leaving	Salary:

Please list additional experience on the back of page.

Have you ever been discharged or asked to resign from a position?  YES  NO if yes please explain:

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## Child and Youth Activities and Volunteer Experiences

List any volunteer or long-term babysitting assignments.

Company Name	Position Held	Dates of Employment (month/year) From: _____ To: _____
Name of Supervisor / Phone Number	Company Address	Company Email Address
Responsibilities	Reason for Leaving	
Company Name	Position Held	Dates of Employment (month/year) From: _____ To: _____
Name of Supervisor / Phone Number	Company Address	Company Email Address
Responsibilities	Reason for Leaving	

Please list additional experience on the back of page.

***"Train up a child in the way he should go; even when he is old he will not depart from it."  
PROVERBS 22:6***

## References Release

I authorize any person, including but not limited to any school, current or past employer, organization or entity disclosed in my application, resume or interview, to provide any information regarding me. Information may include information concerning my performance, reputation, character, and fitness to supervise children excluding medical records / information. I acknowledge that the information divulged may be used by Peace CLC to determine my eligibility for employment or continued employment. I unconditionally release any person, school, employer, organization or entity from any and all legal liability for providing such information and in making any statements about me to Peace CLC.

Employee / Applicant's Signature	Date
Employee / Applicant's Name (Please Print)	
Address	

## Applicant Certification, Agreement and Release

I, \_\_\_\_\_ (please print your name), understand that any false answers or statements or omissions made by me on this application or any supplement thereto or any false statements made during the interview process, will be grounds for immediate discharge, no matter when discovered.

I understand that while it is expected that the relationship between me and Peace Childcare Learning Center (CLC) is mutually beneficial, I recognize that employment with Peace CLC is not for a specific term and can be terminated by me or Peace CLC at any time, for any reason, with or without cause. I understand that, if hired, I will be considered an employee at-will and nothing herein shall be construed as a contract of employment. I understand that my at-will employment status cannot be changed or modified by any oral representation, only in writing by the governing board.

I understand and voluntarily agree that, if hired; I will complete all educational courses and take all tests required by Peace CLC or local, state, or federal law or regulation. Failure to complete such courses or to take such tests when required or requested may result in my immediate dismissal. I also understand and agree that if hired, in the performance of my duties as an employee of Peace CLC, I must hold in confidence any and all information that I come in contact with regarding the employer or business.

I understand that any potential offer of employment is conditional pending the results of employment and other references required by Peace CLC, the results of any local, state or federal criminal background checks, and the satisfaction of all state licensing requirements, which include a medical health report. I understand that the references and criminal background check will be used, among other things, to determine my suitability for employment with Peace CLC throughout the term of my employment.

I hereby acknowledge that Peace Childcare Learning Center has a zero-tolerance policy for abuse and neglect of any kind against a child, intentional or not. Any act or omission, intentional or not, that is abusive to a child will be dealt with immediately and if criminal in nature will be referred to the authorities for action.

**I have read and agree to the preceding Application Certification, Agreement and Release.**

Employee / Applicant's Signature	Date
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