

La Crescenta Presbyterian Church  
Center for Children  
2902 Montrose Avenue  
La Crescenta, CA 91214  
(818) 249-8124

**EMPLOYMENT APPLICATION**

Facility #'s 191201896, 191222458, 191223032  
An Equal Opportunity Employer

**Please Print**

**Date** \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Primary Telephone: (\_\_\_\_) \_\_\_\_\_ Secondary Telephone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street City State Zip

Permanent address if different from present address:  
\_\_\_\_\_  
Street City State Zip

**EMPLOYMENT REQUIREMENTS:**

The La Crescenta Presbyterian Church employment policy requires that staff members meet educational requirements in accordance with the State of California, Title 22 and be Christians by commitment and experience. If employed by the church, the staff person will sign an agreement to endeavor to "keep growing in my own Christian faith and life." If this describes your personal feelings and faith, we invite you to fill out the employment application.

I agree to endeavor to "keep growing in my own Christian faith and life."

\_\_\_\_\_  
Signature

**EMPLOYMENT DESIRED:**

Position applying for: \_\_\_\_\_

Are you applying for:

Regular full-time work? ..... Yes \_\_\_\_\_ No \_\_\_\_\_  
Regular part-time work? ..... Yes \_\_\_\_\_ No \_\_\_\_\_  
Temporary work, e.g., summer or holiday work or substitute ..... Yes \_\_\_\_\_ No \_\_\_\_\_

What days and hours are you available for work? \_\_\_\_\_

If applying for temporary work, during what periods of time would you be available?

From \_\_\_\_\_

Would you be available to work overtime, if necessary? Yes \_\_\_\_\_ No \_\_\_\_\_

If hired, on what date can you start work? \_\_\_\_\_ Salary desired: \_\_\_\_\_

**PERSONAL INFORMATION**

Have you ever applied to or worked for the Center for Children before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when? \_\_\_\_\_

Do you have friends or relatives working for the Center for Children? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state name(s) and relationship: \_\_\_\_\_

Why are you applying to work at the Center for Children? \_\_\_\_\_

Are you at least 18 years old? Yes \_\_\_\_\_ No \_\_\_\_\_

(If under 18, hire is subject to verification that you are of minimum legal age.)

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes \_\_\_\_\_ No \_\_\_\_\_

**ESSENTIAL FUNCTIONS**

- Lift 30lbs. floor to waist 10 to 18 times a day.
- Able to observe, see and hear children.
- Cover 20-30 feet in 20 seconds.
- Lift 30lbs. floor to waist 10 to 18 times
- Handle stress.
- Get down to child's eye level.

Are you able to perform the essential functions of the job for which you are applying either with or without reasonable accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, describe the functions that cannot be performed. \_\_\_\_\_

(Note: we comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination and to skill and agility tests.)

**PREVIOUS EMPLOYMENT**

(If additional space is needed, please attach a separate page.)

| List most recent experience first. |                            | Dates |    |
|------------------------------------|----------------------------|-------|----|
| Name and Address of Employer       | Job Title and Type of Work | From  | To |
|                                    |                            |       |    |
|                                    |                            |       |    |
|                                    |                            |       |    |
|                                    |                            |       |    |
|                                    |                            |       |    |

May we contact your current employer? ..... Yes \_\_\_\_ No \_\_\_\_  
 Have you been fingerprinted for child care work before? ..... Yes \_\_\_\_ No \_\_\_\_  
 If yes, for which Center? \_\_\_\_\_

**EDUCATION**

Circle Highest Year Completed (of High School): **6**    **7**    **8**    **9**    **10**    **11**    **12**  
 Date Completed: \_\_\_\_\_ Diploma or Eqv. Test received? \_\_\_\_\_  
 If applicable, are you currently enrolled in high school completion courses? ..... Yes \_\_\_\_ No \_\_\_\_

**Employment-related Education courses completed**

| Course Title | Name of School or Organization & Location | Number Units Completed | Date Completed |
|--------------|---|------------------------|----------------|
|              |   |                        |                |
|              |   |                        |                |
|              |   |                        |                |
|              |   |                        |                |
|              |   |                        |                |

**Employment-related Education Courses currently enrolled**

| Course Title | Name of School or Organization & Location | Number of Units | Expected Finish Date | Remarks |
|--------------|---|-----------------|----------------------|---------|
|              |   |                 |                      |         |
|              |   |                 |                      |         |
|              |   |                 |                      |         |

**REFERENCES**

List names of three persons who can give information about your background, character, abilities, etc.

| Name | Address/Phone | Nature of Acquaintance<br>(Friend, Employer, etc.) |
|------|---------------|--|
|      |               |  |
|      |               |  |
|      |               |  |

**PROFESSIONAL AND TECHNICAL QUALIFICATIONS**

List License or Certificates of Competence held: \_\_\_\_\_

Names of Professional Associations of which you are a member: \_\_\_\_\_

Do you hold a Children's Center Permit?: \_\_\_\_\_

Have you ever been convicted of an offense other than the following?: \_\_\_\_\_

- 1) Minor traffic violations for which the fine was \$50.00 or less before April 5, 1984 or \$100.00 or less on or after April 4, 1984 or
  - 2) Any offense which was finally settled in a juvenile court or under a welfare youth offender law.
- (Offenses which fall under numbers 1 and 2 above need not to be reported.)

I, \_\_\_\_\_ do hereby state that all the information on this application is true to the best of my knowledge. I do hereby also give La Crescenta Presbyterian Center for Children authorization to contact my references and previous employers. I waive my right to hold my previous employers liable for information that they may give the La Crescenta Presbyterian Center for Children.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office use only

1st interview \_\_\_\_\_  
2nd interview \_\_\_\_\_

References:

Job offered \_\_\_\_\_  
at \_\_\_\_\_  
beginning \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Accepted \_\_\_\_\_