

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

Date _____

Please Print

Name _____
Last First Middle

Primary Phone (____) _____ Secondary Phone(____) _____

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. This usually refers to formal membership in a church and active participation in worship. 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" This commitment and experience will be evidenced by a formal membership in a church and active participation in worship.

Signature

EMPLOYMENT DESIRED:

Position applying for: _____

Are you applying for:

Regular full-time work?.....Yes _____ No _____
Regular part-time work?.....Yes _____ No _____
Temporary work, eg., 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 _____ To _____

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)andrelationship: _____

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

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.)

WORK EXPERIENCE

(List most recent first, if additional space is needed, please attach a separate page)

Dates From/ To	Company	Position	Name of Supervisor
Address Line 1 (Street and Number)			Supervisor Phone
Address Line 2 (City, State, Zip)			Length of Service
Reason For Leaving (please provide an explanation)			Supervisor Title

Dates From/To	Company	Position	Name of Supervisor
Address Line 1 (Street and Number)			Supervisor Phone
Address Line 2 (City, State, Zip)			Length of Service
Reason For Leaving (Please provide an explanation)			Supervisor Title

Dates From/To	Company	Position	Name of supervisor
Address Line 1 (Street and Number)			Supervisor Phone
Address Line 2 (City, State, Zip)			Length of Service
Reason For Leaving (Please provide an explanation)			Supervisor Title

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

CERTIFICATION

Child Development Permit (Type)	Document Number	Expiration Date
Child Development Permit (Type)	Document Number	Expiration Date
Teaching Credential (Type)	Document Number	Expiration Date

Do you hold a Children's Center Permit?.....Yes _____ No _____

EDUCATION

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

Circle Highest Year Completed of High School: 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 & Location # of Units Date Completed

Course Title Name of School & Location # of Units Date Completed

Course Title Name of School & Location # of Units Date Completed

Employment-related Education Courses currently enrolled

Course Title Name of School & Location # of Units Expected Finish Date

Course Title Name of School & Location # of Units Expected Finish Date

REFERENCES

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

Name Address/ Phone Nature of Acquaintance

Name Address/Phone Nature of Acquaintance

Name Address/Phone Nature of Acquaintance

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 be reported)

I, _____ do hereby state that all the information on this application is true to the best of my knowledge. I do hereby give La Crescenta Presbyterian Church 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 Church Center For Children.

Signature

Date

OFFICE USE ONLY

1st Interview _____

2nd Interview _____

Job Offered Date _____

Accepted _____

REFERENCES

1. _____

2. _____

3. _____