



100 Bureau Drive, Stop 1915 Gaithersburg, MD 20899 301-975-2152

EMPLOYMENT APPLICATION

NIST Child Care Association is an equal opportunity employer dedicated to a policy of non-discrimination in employment on any improper basis, including race, color, age, sex, religion, national origin, citizenship, marital status, sexual orientation, and physical or mental handicap.

Position Desired: _____ Date Of Application _____/_____/_____

PERSONAL INFORMATION

Name: _____ Phone: (H) _____ (W) _____

Cell phone: _____ Email: _____

Address: _____ City/State/Zip _____

Social Security # _____ - _____ - _____ Date Available for Employment _____/_____/_____

Preferred Hours/Days _____ Desired Salary _____

Are you at least 18 years of age? _____ Yes _____ No Legally eligible for employment in the U.S.? _____ Yes _____ No

EDUCATION AND CREDENTIALS

College(s): Name and Location	Major	Dates Attended	Degree Earned

Completion of 90 hr or 45 hr course or CDA _____ Yes _____ No Which one? _____

If not an Education Major, please list any education courses you may have taken: _____

Teaching Certification and/or MSDE Credential level designation: _____

Describe any other education, background, experience, training and/or outstanding features of your past employment which you believe will assist us in evaluating your ability to perform the duties of the position desired. _____

Professional membership organizations: _____

EMPLOYMENT HISTORY

Please list your most recent job first and all previous jobs in reverse chronological order. (Use separate sheet if necessary.)

1. Dates of employment: From ____/____/____ To ____/____/____ Position(s) held _____
Employer: _____
Address: _____ City/State/Zip _____
Telephone Number: _____ Supervisor's Name _____
Reason for Leaving: _____
May we contact this employer? ____ Yes ____ No Start Salary: \$ _____ Final Salary \$ _____
Describe your duties: _____

If you worked with children, list age level(s)/grades: _____

2. Dates of employment: From ____/____/____ To ____/____/____ Position(s) held _____
Employer: _____
Address: _____ City/State/Zip _____
Telephone Number: _____ Supervisor's Name _____
Reason for Leaving: _____
May we contact this employer? ____ Yes ____ No Start Salary: \$ _____ Final Salary \$ _____
Describe your duties: _____

If you worked with children, list age level(s)/grades: _____

3. Dates of employment: From ____/____/____ To ____/____/____ Position(s) held _____
Employer: _____
Address: _____ City/State/Zip _____
Telephone Number: _____ Supervisor's Name _____
Reason for Leaving: _____
May we contact this employer? ____ Yes ____ No Start Salary: \$ _____ Final Salary \$ _____
Describe your duties: _____

If you worked with children, list age level(s)/grades: _____

4. Dates of employment: From ____/____/____ To ____/____/____ Position(s) held _____
Employer: _____
Address: _____ City/State/Zip _____
Telephone Number: _____ Supervisor's Name _____
Reason for Leaving: _____
May we contact this employer? ____ Yes ____ No Start Salary: \$ _____ Final Salary \$ _____
Describe your duties: _____

If you have worked with children, list age level(s)/grades: _____

Have you ever been released from a job? ____ Yes ____ No May we contact this employer? ____ Yes ____ No

If yes, please fully explain circumstances: _____

Have you ever been convicted of abduction, abuse or neglect of an adult, arson, assault, assault with intent to commit any crime, battery, breaking and entering, burglary, carjacking, carrying or wearing a weapon, child abuse, child selling, confinement of an unattended child, contributing to certain conditions or a minor delinquency, in need of supervision or assistance, false imprisonment, forgery, hiring, soliciting, engaging, or using a minor for the purpose, of manufacturing, distributing, of delivering a controlled dangerous substance, housebreaking, incest, indecent exposure, keeping a disorderly house or maintaining a nuisance, kidnapping, maiming or mayhem, malicious destruction of property, manslaughter or murder, manufacturing, distributing or dispensing a controlled dangerous substance, criminal non-support and desertion of a spouse or minor child, perjury, pornography, possession of or possession with intent to manufacture, distribute, or dispense a controlled dangerous substance, prostitution or pandering, rape, reckless endangerment, robbery, sex offenses, sodomy, unlawful entry, unnatural or perverted practices, weapons violations of federal or state laws, cruelty to animals or religious or ethnic crimes. _____ Yes _____ No

PROFESSIONAL REFERENCES

Please list three professional references:

Name: _____	Phone: _____
Title: _____	Company: _____
Address: _____	City/State/Zip: _____
Name: _____	Phone: _____
Title: _____	Company: _____
Address: _____	City/State/Zip: _____
Name: _____	Phone: _____
Title: _____	Company: _____
Address: _____	City/State/Zip: _____

APPLICANT'S STATEMENT

I certify the information provided herein is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I understand that nothing contained in this employment application is intended to create an employment contract between NIST Child Care Association and myself for either employment or the providing of any benefit. No promises regarding employment have been made to me. If an employment relationship is established, I understand that my employment will be at-will and that I or the NIST Child Care Association has the right to terminate my employment at any time for any reason.

I acknowledge that consideration for employment is contingent on the results of a reference and background check.

Therefore, I authorize NIST Child Care Association to (1) investigate the truthfulness of all statements made on this application; (2) contact my former employers and other listed references or any persons who can verify information; and (3) discuss the results of any investigation with other employees of the company involved in the hiring process.

I give consent for all contacted persons including former employers to provide information concerning this application, and release each such person from liability for providing information to the NIST Child Care Association.

I understand that the State of Maryland requires pre-employment physical examinations of all employees hired for positions in child care centers. Examinations are at the employee's expense.

_____	_____/_____/_____
Signature	Date

Under Maryland Law an employer may not require or demand any applicant for employment or prospective employment to submit to or take a polygraph, lie detector or similar test or examination as a condition of employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.00.

_____	_____/_____/_____
Signature	Date