



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

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