

# Application for Employment

10/18

Community Education, 1227 Westen Street, Bowling Green, KY 42104, 270-842-4281

## INSTRUCTIONS

PLEASE PRINT IN BLUE OR BLACK INK. Answer each item completely and accurately. Incomplete answers may cause delays. False or incomplete answers will cause your application to be removed from consideration.

Position for which you are applying:

\_\_\_\_\_ Before-school program personnel (must be able to work each school day 6:30-8 a.m.)

\_\_\_\_\_ After-school program personnel (must be able to work each school day 2:15-5:30 p.m. or 3-6 p.m.)

\_\_\_\_\_ Summer all-day program personnel

\_\_\_\_\_ Other position (please specify) \_\_\_\_\_

What is your interest in this position?

\_\_\_\_\_  
First Name Middle Name Last Name Name you go by

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Cell Phone Permanent or Home Phone

\_\_\_\_\_  
Email Address Social Security #

\_\_\_\_\_  
Local Address City State ZIP

List any state(s) other than Kentucky in which you have resided in the past five years. List years of residence. For example: Tennessee 2010-2012, Georgia 2008-2010.

## Education

Circle highest grade completed: GED Test High School College Graduate School  
\_\_\_\_\_ year completed 9 - 10 - 11 - 12 1 - 2 - 3 - 4 attended – master's degree – post graduate

\_\_\_\_\_  
Name and location of last school attended Major Subject studied or degree received

**\*Proof of GED completion or High School graduation will be required.**

## Personal References

List three persons not related to you who know your qualifications or who know your character:

Name Occupation Address Day Time Phone Number

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

# Employment Record

Give complete record of employment history – including current employment. If currently employed, list days and hours you work.

Start with your present or most recent position and work back. Include all (part-time, full-time, assistantships, etc.)

Describe your duties and responsibilities in each position thoroughly so that your experience may be evaluated fairly.

Provide complete names and mailing address of any out-of-town employers.

Additional experience forms are available upon request. Letters of recommendation and copies of certificates, diplomas, etc., can be attached.

## MOST RECENT

DATE OF EMPLOYMENT _____ TO _____ (month-year) (month-year)  FULL TIME    PART TIME <input type="checkbox"/> <input type="checkbox"/> IF PART TIME HOURS PER WEEK _____	NAME & ADDRESS OF EMPLOYING FIRM _____ _____ _____ TELEPHONE NUMBER _____	NAME & TITLE OF YOUR IMMEDIATE SUPERVISOR _____ _____ SALARY: STARTING                      FINAL \$ _____ \$ _____
LIST POSITION YOU WORKED AND DESCRIBE SPECIFIC DUTIES _____ _____ _____		
REASON FOR LEAVING _____		

DATE OF EMPLOYMENT _____ TO _____ (month-year) (month-year)  FULL TIME    PART TIME <input type="checkbox"/> <input type="checkbox"/> IF PART TIME HOURS PER WEEK _____	NAME & ADDRESS OF EMPLOYING FIRM _____ _____ _____ TELEPHONE NUMBER _____	NAME & TITLE OF YOUR IMMEDIATE SUPERVISOR _____ _____ SALARY: STARTING                      FINAL \$ _____ \$ _____
LIST POSITION YOU WORKED AND DESCRIBE SPECIFIC DUTIES _____ _____ _____		
REASON FOR LEAVING _____		

DATE OF EMPLOYMENT _____ TO _____ (month-year) (month-year)  FULL TIME    PART TIME <input type="checkbox"/> <input type="checkbox"/> IF PART TIME HOURS PER WEEK _____	NAME & ADDRESS OF EMPLOYING FIRM _____ _____ _____ TELEPHONE NUMBER _____	NAME & TITLE OF YOUR IMMEDIATE SUPERVISOR _____ _____ SALARY: STARTING                      FINAL \$ _____ \$ _____
LIST POSITION YOU WORKED AND DESCRIBE SPECIFIC DUTIES _____ _____ _____		
REASON FOR LEAVING _____		

(Check One)

Yes / No

**EXPLAIN ANY "YES" ANSWERS TO QUESTIONS 1 - 4 BELOW:**

1. Have you ever been employed by Community Education? (If yes, indicate the years and position held)

2. Have you ever been convicted of a crime?

3. Have you ever been dismissed or forced to resign from a job?

4. Do you have any relatives currently working for Community Education?

**EXPLAIN ANY "NO" ANSWERS TO QUESTIONS 5 - 7 BELOW:**

5. Do you have your own transportation?

6. May we contact your previous and present (or most recent) employers?

7. May we contact your references?

EXPLANATION OF ANSWERS TO QUESTIONS 1 - 7 (refer to question number): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please describe some of your experiences with children. (Child care, summer camps, schools, teaching, coaching, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you find out about this employment opportunity? \_\_\_\_\_

\_\_\_\_\_

List any special skills, talents, other languages, and/or qualifications. Include any current certifications such as CPR, First Aid, Lifesaving, etc.

\_\_\_\_\_  
\_\_\_\_\_

List your class schedule (days of week/times of day) if you are taking classes. Indicate if a class is online. If no schedule is listed, it will be assumed you are neither taking any classes nor attending WKU, Daymar, SKyCTC, etc.

\_\_\_\_\_  
\_\_\_\_\_

The facts set forth in my application for employment are true and complete. I understand that false or incomplete statements on this application may be sufficient cause for disqualification, or if employed, dismissal. Community Education is hereby authorized to make any investigation of my personal history, employment records and explore police records. I understand the only information pertinent to the position(s) for which I am applying will be considered in making an employment decision.

Date

Your Signature