## **Application for Employment**

Community Education, 1227 Westen Street, Bowling Green, KY 42104 | 270-842-4281 | www.commed.us

## **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 app	lying:			
Before-school	program personnel (mus	st be able to work each	school day 6:30-8 a.	m.)
After-school p	rogram personnel (must	be able to work each se	chool day 2:15-5:30	p.m. or 3-6 p.m.)
Summer all-da	y program personnel			
Other position	(please specify)			
What is your interest in this position?				
First Name Midd	ille Name	Last Name		Name you go by
() Cell Phone	Permane	) nt or Home Phone		
Email Address			Social Security #	
Local Address		City	State	ZIP
List any state(s) other than Ker Tennessee 2010-2012, Georgia		e resided in the past fiv	ve years. List years o	f residence. For example:
Education				
Circle highest grade completed: GED		High School Colle 9 - 10 - 11 - 12 1 - 2 -	ege 3 - 4 attended – master's c	Graduate School degree – post graduate
Name and location of last school atten *Proof of GED completion of		ct studied or degree received on will be required.	d	
Personal Referenc	es			
List three persons <u>not related</u> to	o you who know your qu	ualifications or who kn	ow your character:	
Name Occupation	on	Address		Day Time Phone Number
1				
2.				

## **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	NAME & ADDRESS OF EMPLOYING FIRM	NAME & TITLE OF YOUR IMMEDIATE SUPERVISOR
то		
(month-year) (month-year)		
FULL TIME PART TIME		SALARY: STARTING FINAL
		\$
IF PART TIME HOURS PER WEEK	TELEPHONE NUMBER	
TIO OND TEN WEEKI		
LIST POSITION YOU WORKEI	O AND DESCRIBE SPECIFIC DUTIES	
REASON FOR LEAVING		
DATE OF EMPLOYMENT	NAME & ADDRESS OF EMPLOYING FIRM	NAME & TITLE OF YOUR IMMEDIATE SUPERVISOR
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FULL TIME PART TIME		
		\$
IF PART TIME HOURS PER WEEK	TELEPHONE NUMBER	
LIST POSITION YOU WORKEI	O AND DESCRIBE SPECIFIC DUTIES	
REASON FOR LEAVING		
DATE OF EMPLOYMENT	NAME & ADDRESS OF EMPLOYING FIRM	NAME & TITLE OF YOUR IMMEDIATE SUPERVISOR
TO		
(month-year) (month-year)		SALARY: STARTING FINAL
FULL TIME PART TIME		SALARI: STARTING FINAL
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HOURS PER WEEK	TELEPHONE NUMBER	
LIST POSITION YOU WORKEI	O AND DESCRIBE SPECIFIC DUTIES	
REASON FOR LEAVING		

	(Check One)
EXPLAIN ANY "YES" ANSWERS TO QUESTIONS 1 - 4 BELOW:	Yes / No
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 (childcare, summer camps, schools, teaching, coac	ching, etc.)
How did you find out about this employment opportunity?	
List any special skills, talents, other languages, and/or qualifications. Include any <u>current</u> certifications suc Lifesaving, etc.	h as CPR, First
List your class schedule (days of week/times of day) if you are taking classes. Indicate if a class is online. listed, it will be assumed you are neither taking any classes nor attending WKU, Daymar, SKyCTC, etc.	If no schedule is
The facts set forth in my application for employment are true and complete. I understand that false or incomplete application may be sufficient cause for disqualification, or if employed, dismissal. Community Educat authorized to make any investigation of my personal history, employment records and explore police record only information pertinent to the position(s) for which I am applying will be considered in making an employee.	tion is hereby rds. I understand
Date Your Signature	

Community Education of Bowling Green/Warren County is an equal opportunity provider and employer.

We do not discriminate on the basis of race, color, religion, sex (including gender identity, gender expression, and sexual orientation), age (40 or older), national origin, disability, genetic information, military status, or any other characteristics protected by law. This policy governs all aspects of employment and also applies to all of its activities or operations.