

Application for Employment

02/20

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 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.	_____	_____	_____	_____

EXPLAIN ANY "YES" ANSWERS TO QUESTIONS 1 - 4 BELOW:	(Check One)	
	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, 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

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.