



**An Equal Opportunity Employer**

## **Employment Application**

### **How to Apply for a Position at Child Start**

1. Complete the Employment Application. PRINT LEGIBLY OR TYPE.  
Please completely answer questions and specify the position for which you are applying.
2. Attach **copies of college transcripts** as required for all positions. Applications submitted without the required documentation will not be considered.
3. Attach **copies of relevant degrees, certifications, and/ or current Child Development Permits.**
4. Resumes submitted without a Child Start application will not be considered.
5. **Submit Completed Employment Application Package to:**

**Attn:** Renay Ordonez, Human Resources Recruitment Coordinator

**Mail:** Child Start Inc.  
439 Devlin Road  
Napa, CA 94558-6274

**Fax:** 707-265-1252

**For further information, please call 707-252-8931 x2848.**

**Applications may also be downloaded from our website at [www.childstartinc.org](http://www.childstartinc.org)**

**Thank you for your interest in Child Start Incorporated!**



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Reason Rejected	
<input type="checkbox"/> Insufficient Experience	<input type="checkbox"/> Education
<input type="checkbox"/> Incomplete Application	<input type="checkbox"/> License/ Certificate Required
<input type="checkbox"/> Late Application	<input type="checkbox"/> MQs Not Met
<input type="checkbox"/> Other _____	

Please Print

Date: \_\_\_\_\_

Name: Last		First	Middle
Business Telephone	Home Telephone	Social Security Number	
Present Address:			
No.	Street	City	State Zip

Employment Desired	
Position applying for	What date are you available to start?
Will you accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> On-call <input type="checkbox"/> Night <input type="checkbox"/> Weekends	

Personal Information	
Have you ever applied to or worked for Child Start Inc. before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when? _____	In what position? _____
Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Training and Experience				
List any licenses, certificates, or permits you have which may help you to qualify for the position for which you are applying. Include typing, steno or software certificates, professional registration, etc. Please identify the level of any permits.				
Title	State	Number	Date Issued	Date Expires

Bilingual Ability: Please list languages (other than English) in which you are fluent.		
Speak	Read	Write

## Employment History

List all employment for the last 5 years, starting with your most recent employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. Please attach additional sheets if necessary.

Employer Name & Address \_\_\_\_\_

Type of Business \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Your Position & Duties \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference?      Yes      No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

Employer Name & Address \_\_\_\_\_

Type of Business \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Your Position & Duties \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference?      Yes      No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

Employer Name & Address \_\_\_\_\_

Type of Business \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Your Position & Duties \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference?      Yes      No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

\_\_\_\_\_ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

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**Applicant's Signature**

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**Date**