



Application For Employment

We are an Equal Opportunity Employer and committed to excellence through diversity. All applicants considered without regard to legally protected class or status.

Please print or type. This application must be fully completed to be considered. Please complete *each* section, and attach a resume

Personal Information

Name

If you are known by another name to past employers/schools, please list name here:

Address		City	State	Zip
Phone Number	Cell Number	Email Address		
How did you learn of this opportunity?		Are you legally eligible for employment in the United States? <i>Employment eligibility will be verified upon employment.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		

Are you 18 years of age or older? Yes No

If Selected For Employment Are You Willing To Submit to Pre-Employment Criminal Background Checks?

Yes No

Position

Position You Are Applying For	Date available to begin	Desired Pay
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Employment Desired (check all that apply)

Full Time Part Time Summer Substitute

Have you ever been employed by Jowonio? No Yes, dates employed: _____ to _____

Education

School Name	Location	# of Years Completed	Did you Graduate?	Major

Skills / Licenses / Certifications

List any relevant skills, licenses or certifications that would support your qualifications to the job for which you are applying (please include expiration date and issued by):

Professional References

Name	Title	Company	Day Time Phone

Employment History / Relevant Child-Care Experience

Employer (1)	Job Title		Supervisor
Work Phone	City/State/Zip		Hours/week
Address	Hire Date	End Date	Reason for Leaving
Employer (2)	Job Title		Supervisor
Work Phone	City/State/Zip		Hours/week
Address	Hire Date	End Date	Reason for Leaving
Employer (3)	Job Title		Supervisor
Work Phone	City/State/Zip		Hours/week
Address	Hire Date	End Date	Reason for Leaving
Employer (4)	Job Title		Supervisor
Work Phone	City/State/Zip		Hours/week
Address	Hire Date	End Date	Reason for Leaving

Note: We may contact the above employers unless you indicate otherwise. List employers you do not want contacted and the reason why:

Conviction Record Status

Have you been convicted of, and/or plead guilty to a felony or misdemeanor? Yes No

Do you have any pending criminal charges against you at this time? Yes No

Are you the subject of an indicated report of child abuse or maltreatment? Yes No

Are you listed on the register of substantiated category one cases of abuse or neglect? Yes No

If you answered "yes" and have been convicted of a felony or misdemeanor, please provide additional information below such as the crime(s), dates(s), court location, sentencing information, disposition of sentence, and rehabilitation completed. Only job-related convictions will be considered and will not automatically disqualify an applicant. Employment decisions based on a conviction take into consideration many factors, including but not limited to, age and date of conviction, the extent to which the offense relates to the functions of the particular job, the seriousness of the offense, rehabilitation etc. Jowonio reserves the right to reject individuals for employment based on job-related convictions.

Date of Offense	County and State	Conviction / Explanation	Rehabilitation Completed

Please read carefully

I certify that my answers are true, correct and complete. I understand that any misrepresentation or omission of facts will disqualify me from further consideration of employment, withdrawal of any offer of employment or, termination of employment if already hired.

I authorize verification of all the information I have provided on this Application for Employment and understand that additional information may be needed to consider my Application for Employment. I authorize all previous employers, educational institutions, references, and other persons who have knowledge of me or my records to provide any and all information pertinent to my employment and release the same from any liability resulting from providing such information. I also release Jowonio School and all of its employees from all liability for any damage that may result from reliance on the information furnished.

As per NYS OCFS regulations, I will be required to submit to a Criminal History Records Check (fingerprint process) performed by the FBI, NYS Division of Criminal Justice Services and other mandated criminal background checks.

I understand that if welcomed as an employee, I am required to abide by all policies, procedures, rules and regulation of Jowonio. I also understand and agree that if hired, my employment is "at will" and is for no definite period and may be terminated by myself or Jowonio at any time with or without cause or notice.

The receipt of this application does not constitute an agreement or contract for employment, but only that the applicant will be given consideration should a suitable vacancy occur.

Name (Please Print)

Signature

Date

Please attach your resume if available