

# APPLICATION FOR EMPLOYMENT



Kids Central, Inc.  
P. O. Box 661  
Norton, VA 24263

It is the policy of Kids Central, Inc., to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law. **Kids Central is an equal employment opportunity employer.**

## Position for which you are applying:

### How did you learn about employment opportunities at Kids Central, Inc.?

Advertisement       Employee       Other \_\_\_\_\_  
 Employment Agency       Relative  
 Friend       My child attends Kids Central

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<b>Mailing Address</b>	<b>City</b>	<b>State/Zip</b>
<b>Home Phone</b>	<b>Cell Phone</b>	<b>Social Security Number</b>

### Please answer the following questions:

After what time can we contact you at home? \_\_\_\_\_ Can we contact you at work? \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? \_\_\_\_\_

Have you filled out an application with Kids Central, Inc., before? \_\_\_\_\_ When? \_\_\_\_\_

Have you been employed with Kids Central, Inc., before? \_\_\_\_\_ When? \_\_\_\_\_

Do any of your friends or relatives other than your spouse work for Kids Central, Inc? \_\_\_\_\_

If yes, what is the name and relationship to you of this person? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_

Are you prevented from lawfully being employed in this country because of Visa or Immigration status?  
\_\_\_\_\_ (Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available to work? \_\_\_\_\_

What is your desired starting salary? \_\_\_\_\_

Are you currently in a layoff status from another job and subject to recall? \_\_\_\_\_

Can you travel if a position requires it? \_\_\_\_\_

# Education

Type	Name, City & State of Institution	Major	Time Frame Completed	Diploma/Degree Received
High School				
College				
Graduate				
Other (Please specify)				

# Work Experience

You may exclude organizations which may be construed to indicate a protected status.

<b>Employer-Most Recent</b> _____ <b>Address</b> _____ <b>Job Title</b> _____ <b>Supervisor</b> _____	<b>Starting &amp; Ending Dates</b> _____ <b>Starting &amp; Ending Wages</b> _____ <b>Reason for Leaving</b> _____ <b>May we contact?</b> ___ Yes ___ No	<b>Work Performed</b>    
<b>Employer</b> _____ <b>Address</b> _____ <b>Job Title</b> _____ <b>Supervisor</b> _____	<b>Starting &amp; Ending Dates</b> _____ <b>Starting &amp; Ending Wages</b> _____ <b>Reason for Leaving</b> _____ <b>May we contact?</b> ___ Yes ___ No	<b>Work Performed</b>    
<b>Employer</b> _____ <b>Address</b> _____ <b>Job Title</b> _____ <b>Supervisor</b> _____	<b>Starting &amp; Ending Dates</b> _____ <b>Starting &amp; Ending Wages</b> _____ <b>Reason for Leaving</b> _____ <b>May we contact?</b> ___ Yes ___ No	<b>Work Performed</b>    

**Describe any specialized training, apprenticeship, skills and extracurricular activities.**

**Describe any job-related training received in the United States Military.**

**List professional, trade, business or civic activities and any offices that you held/hold.**

You may exclude memberships that may be construed to reveal any protected characteristic.

**Summarize special job-related skills, qualifications, and/or equipment acquired from employment or other experience.**

**State any additional information that you feel will be helpful to us while considering your application..**

**Have you been informed about the requirements of the job for which you are applying? \_\_\_\_\_**

**If so, are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? \_\_\_\_\_**

## Applicant's Agreement and Certification

I certify that the information stated in this application is true and correct. If employed, and it is found that any information stated is false, I understand that I may be subject to dismissal without notice.

I authorize Kids Central, Inc., to use any information in this application to verify my statements. I authorize all references including past employers, physicians, and all other persons to answer questions concerning my employment record, ability, character and reputation. I agree to release all persons from any liability or damages as a result of having furnished information related to me.

I understand that my employment may be terminated at the will of either the employer or the employee. I understand that if employed, my employment will be on a probationary period for ninety (90) days with the understanding that I may be dismissed at the discretion of the employer at any time during this period.

I understand employment with Kids Central, Inc., is contingent upon satisfactory results of a post-offer drug screen, physical, tuberculosis screen, criminal history check, and child protective services check.

If employed, I agree to abide by all present and future personnel policies and procedures. These policies and procedures are intended to guide Kids Central in its relationship with employees and are not construed by me as a contract of employment, nor are they conditions of employment. I understand that the policies and procedures may be issued and revised at any time with or without notice.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Personal References

### Reference #1

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

### Reference #2

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

### Reference #3

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

**If you are applying for a position in which you will be required to drive a bus, please disclose any moving traffic violation(s) that you have had in the last five years prior to today's date.**

Kids Central, Inc., is an Equal Opportunity Employer. As required by law, we must record certain information to be made a part of our Affirmative Action Program.

Applicants for employment are also invited to participate in the Affirmative Action Program by reporting their status as disabled, disabled veteran, veteran of the Vietnam era or other minority. In extending this invitation, you are also advised that: (a) workers or applicants are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will be used only for the necessary information to include in our Affirmative Action Program. We are a company that values diversity. We actively encourage women and minorities to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Please complete the information requested below. Thank you for your cooperation.

Name:	Date:	Position for which applied:
Race or Ethnic Identity <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White (not Hispanic or Latino) <input type="checkbox"/> Black or African American (not Hispanic or Latino) <input type="checkbox"/> Native Hawaiian or Pacific Islander (not Hispanic or Latino) <input type="checkbox"/> Asian (not Hispanic or Latino) <input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino) <input type="checkbox"/> Two or More Races (not Hispanic or Latino)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Veteran Status <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Special Disabled Veteran <input type="checkbox"/> Other Protected Veteran <input type="checkbox"/> Recently Separated Veteran <input type="checkbox"/> Armed Forces Service Medal Veteran
Other <input type="checkbox"/> Individual with Disabilities		

By clicking on the submit button you are stating the information that you have provide is true and accurate to the best of your knowledge.

You may attach a resume here: