

EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION AND LOCATION	MAJOR/ MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
GRADUATE STUDY				

EXPERIENCE

(PRESENT OR MOST RECENT FIRST)

Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:				Final Yearly Salary:

Please list activities that you are qualified to supervise:

REFERENCES

References should include persons who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the supervisor and/or principal of the most recent employer. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	RELATIONSHIP	ADDRESS	TELEPHONE

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

- Were you ever convicted of a criminal offense? Yes No
- Are you currently under charges for a criminal offense? Yes No
- Have you ever forfeited bond or collateral in connection with a criminal offense? Yes No
- Within the last ten years, have you been fired from any job for any reason? Yes No
- Within the last ten years, have you quit a job after being notified that you would be fired? Yes No
- Have you ever been professionally disciplined in any state? Yes No
 Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government.
- Are you subject to any visa or immigration status, which would prevent lawful employment? Yes No

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

BACKGROUND CHECK

Each North Carolina resident must submit with his/her employment application a copy of a report of Criminal History Record Information from the North Carolina Hall of Justice. Each out-of-state applicant must submit with his/her application for employment a copy of a federal criminal record history from the Federal Bureau of Investigation. The criminal record history report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely too all questions that officials of Northwest Child Development Centers, Inc. (NWCDC) may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to NWCDC. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background.

I understand that NWCDC participates in a Drug-Free Workplace Program. If I am extended an offer of employment, my employment will be contingent upon successful completion of a drug-screening test. I also agree if hired to participate in periodic testing for substance abuse, including alcohol.

In Submitting this application, I understand that:

This application remains active for ninety (90) days and that submission of the application and subsequent pre-employment interviews are not promises (implied or otherwise) of employment. Successful job applicants will be officially notified by those specifically delegated such authority.

If hired I understand that I will have to go through an orientation period to determine if I am suited for the position. I further understand that, if hired, my employment is At Will and I may terminate my employment at any time or NWCDC, Inc. may terminate my employment at any time, for any reason and without notice. I also understand a conditional offer of employment will be based on results of a later medical examination. Any misrepresentation of facts in this application or in this application or in connection with any physical examination will be just cause for rejection of my application or dismissal if hired.

If I leave employment with Northwest Child Development Centers, Inc. for any cause, voluntary or otherwise, I authorize NWCDC, Inc. to answer any inquires regarding my performance and qualifications and, as far as may be known, the reason for my leaving. I voluntarily release from liability and/or damage all parties who may issue or receive information regarding my application or employment at NWCDC, Inc. I am responsible for necessary transportation to and from work.

Date

Signature of Candidate (in ink)

FOR OFFICE USE ONLY:

Application Received (Date)

Via: Mail Drop In By Appt. Fax Email

Position Qualified For:

Center Requested: