



Application for Employment

To be considered for a position with the Non-Profit CDA in Roswell Ga - Please return or Email: (teach@cdakids.org) / Fax: (770) 992 – 8049 the Completed Application along with your Resume

PLEASE PRINT AND COMPLETE ALL SECTIONS

Position Desired: _____ Full-Time Part-Time Summer Time
 Salary Desired: _____ Available Start Date : _____
 How did you hear about us? Paper Flyer/Job Board Job-Fair CDA Employee Facebook
 Jobs Website: _____ Family Attending CDA Other: _____

APPLICANT'S PERSONAL INFORMATION:

Are you authorized to work lawfully in the United States? YES NO
 Have you lived outside of the State of Georgia in the last 5years? YES NO
 FULL NAME: _____ PHONE: _____
 EMAIL: _____ Best Time to call you: Morning Afternoon
 ADDRESS: _____
 CITY : _____ STATE : _____ ZIP : _____

EDUCATION: (If hired, the Certificates and/or Diploma with Official Transcripts will be requested)

School Attended: Name of Institution	Certificate Received: Diploma or Degree - Full Title	Completed on: Month & Year

TRAINING AND CERTIFICATIONS:

Do you have an online account with Georgia Professional Development Systems (GAPDS)? YES NO
 If yes, what is your Career Level (single number) on your Profile: ____
 Have you had CPR training within the past two years? YES NO
 If yes, what is the expiration date: _____
 Have you had First Aid training within the past two years? YES NO
 If yes, what is the expiration date: _____
 ANY OTHER SPECIAL CERTIFICATION: _____

WORK EXPERIENCE IN EARLY CHILDHOOD EDUCATION:

PRESENT EMPLOYMENT:
 Employer Name: _____ Phone: _____
 Address: _____
 Position: _____ Dates worked: _____ Hourly Rate of Pay: _____
 Supervisor's Name: _____ Can we contact this employer: YES NO
 Reason for Leaving: _____

PREVIOUS EMPLOYMENT: List by Most Recent

Employer Name: _____ Phone: _____
 Address: _____
 Position: _____ Dates worked: _____ Hourly Rate of Pay: _____
 Supervisor's Name: _____ Can we contact this employer: YES NO
 Reason for Leaving: _____

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 Address: _____
 Position: _____ Dates worked: _____ Hourly Rate of Pay: _____
 Supervisor's Name: _____ Can we contact this employer: YES NO
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Employer Name: _____ Phone: _____
 Address: _____
 Position: _____ Dates worked: _____ Hourly Rate of Pay: _____
 Supervisor's Name: _____ Can we contact this employer: YES NO
 Reason for Leaving: _____

Do you have a criminal record? YES NO If yes, please explain:

Have you ever been shown, by credible evidence, e.g., a court order or jury, a department's investigation or other reliable evidence, to have abused, neglected, or deprived a child or adult, or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct? YES NO

Under the Americans with Disabilities Act of 1991, this program is required to reasonably accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, interviews, and actual employment, but only if the program supervisor is made aware that an accommodation is required. If you are disabled and require accommodation, you may request it at any time during the interview process. You are obligated to inform the program director of your needs if it will impact your ability to perform the job for which you are applying.

WORK REFERENCES

Please list three work related references (previous supervisor or co-workers; not family members), who can attest to your interactions with children and experience working in early childhood education.

Full Name of Reference:	Job Title & Company Name of Reference:	Reference: Phone Number

I, (applicant name) _____ hereby certify that all the information provided in this employment application is true and complete. I understand that false information or the omission of information may disqualify my candidacy and may be grounds for termination. I further understand that I am applying to a workplace where I am required to work with children and will be required to pass a national background check and drug test.

SIGNATURE: _____

DATE: _____