



Treasure Valley  
Children's Relief Nursery<sup>©</sup>

# Employment Application

Position applying for: \_\_\_\_\_

## EMPLOYEE INFORMATION

Name: \_\_\_\_\_  
Last First Middle

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

Are you legally eligible for employment in the U.S.?  Yes  No  
 Are you seeking a permanent position?  Yes  No  
 Are you a veteran?  Yes  No  
 Are you available to work:  
 Full time  Part time  Weekends  Evenings  
 Overtime if needed

Do you have a valid driver's license?  Yes  No  
 If yes, in what state is it issued: \_\_\_\_\_  
 Are you able to perform the essential functions of the position without accommodations?  Yes  No  
 If hired, I will be able to report to work \_\_\_\_\_ days after being notified I am hired.

## EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary.

Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: Phone:		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: Phone:		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: Phone:		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: Phone:		

All employees must pass an Oregon Child Care Background Check.  
 Please go to this site to [complete the application](#). Note: A \$3 filing fee is required.

Summarize other employment related to this position:

### EDUCATION

	Institution name	Field of Study	Credential earned	Year
High school				
College/university				
Business/technical				
Additional				

### SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations you hold:

Additional skills, including supervision skills, other languages or information you wish to bring to the employer's attention:

### REFERENCES

List two personal references **who are not relatives** or former supervisors:

Name	Address	Telephone	Occupation	Years known
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Name	Address	Telephone	Occupation	Years known
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### CONTACT

In case of accident or illness, please contact \_\_\_\_\_ at \_\_\_\_\_  
Name Phone

### INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. For employment, you will need to pass a background check with the Criminal History Registry. There is a \$3 fee for this process. If necessary for employment, you may be required to supply your birth certificate or other proof of authorization to work in the United States, and/or may be required to submit to a drug test.

**I understand and agree to the information shown above.**

Signature of Applicant

Date

*Treasure Valley Children's Relief Nursery is an Equal Opportunity Employer.*