

Date of Hire: \_\_\_\_\_ Date of Separation: \_\_\_\_\_  
Position: \_\_\_\_\_

EMPLOYMENT APPLICATION  
Mecklenburg County Community Services Corporation

Position Applied For: \_\_\_\_\_ Date Available: \_\_\_\_\_

Full or Part-Time: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

PERSONAL

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

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Street  
City State Zip Work Phone: \_\_\_\_\_

Are you 18 years or older? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If no, please state age: \_\_\_\_\_

Do you have any medical conditions(s) which may interfere with fulfilling the responsibilities of the position for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony, barrier crime or subject of a founded Child Protective Service complaint? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employment requires Criminal Background Clearances. Is this acceptable to you?  
Yes \_\_\_\_\_ No \_\_\_\_\_

In case of emergency, please notify:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address (City, State, Zip)

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**Disclosure: Before driving a vehicle to transport children, I realize that I am required to disclose any moving traffic violation that occurred five years prior to or during employment of assignment as a driver.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Education and Training:

1. Name and location of high school: \_\_\_\_\_  
Highest grade completed: \_\_\_\_\_ Date of graduation or GED: \_\_\_\_\_
  
2. Name and location of College/University: \_\_\_\_\_  
Dates attended: \_\_\_\_\_ Number of years completed: \_\_\_\_\_  
Degree(s) earned: \_\_\_\_\_
  
3. Additional training or certification that would be helpful in evaluation your application:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXPERIENCE:

Begin with the current of most recent employment (including military experience). Use additional paper if necessary.

1. Position: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Employer: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Address: \_\_\_\_\_ Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Salary: From \_\_\_\_\_ To \_\_\_\_\_  
May we contact your present employer? \_\_\_\_\_

2. Position: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Employer: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Address: \_\_\_\_\_ Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Salary: From \_\_\_\_\_ To \_\_\_\_\_

3. Position: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Employer: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Address: \_\_\_\_\_ Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Salary: From \_\_\_\_\_ To \_\_\_\_\_

4. Position: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Employer: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Address: \_\_\_\_\_ Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Salary: From \_\_\_\_\_ To \_\_\_\_\_

Please describe any volunteer work or other experiences related to child care:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES:

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: (W) \_\_\_\_\_  
Address: \_\_\_\_\_ (H) \_\_\_\_\_

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: (W) \_\_\_\_\_  
Address: \_\_\_\_\_ (H) \_\_\_\_\_

3. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: (W) \_\_\_\_\_  
Address: \_\_\_\_\_ (H) \_\_\_\_\_

I understand that I will be required to submit written information to demonstrate that I possess the education, orientation training, staff development, certification, and experience required by the job position.

**I hereby certify that the information given in this application is true and complete to the best of my knowledge.**

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**Signature**

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**Date**