

# York W. Williams, Jr. Child Development Center

115 North Freeman Street  
P. O. Box 338  
Dermott, AR 71638



## *Application for Employment*

An application must be completed for each job title you are applying for. If you list more than one job title, you will be considered only for the first job title listed on your application. Applications are kept on file for ninety (90) days and are subsequently destroyed. Please answer all questions which apply to you; otherwise, write N/A in the appropriate blank. If additional space is needed, please attach additional sheets. Completed applications for all campuses are submitted to the above address.

### *Equal Employment Opportunity*

York W. Williams, Jr. Child Development Center, Inc. is committed to the policy of providing employment opportunities to all persons, regardless of their economic or social status, and will not discriminate on the basis of race, color, religion, creed, gender, ethnic or national origin, disability, age, veteran status, or any legally protected class.

### *Personal*

Position (Specific Job Title): \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Include: City and State)

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
(Cell) \_\_\_\_\_ (E-mail) \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date available for employment: \_\_\_\_\_ Would you consider part-time work?  Yes  No

Have you ever worked for York Williams before?  Yes  No

If yes, what department and when? \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

Do you have relatives employed by York Williams?  Yes  No If yes, lists their name(s), relationship(s), and department(s).

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

Have you ever been convicted of a felony?  Yes  No If yes, please give description of felony.

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

Can you provide proof of citizenship or authorization to work in the U.S. upon employment?  Yes  No

Proof of eligibility must be provided within three days, pursuant to the Immigration Reform and Control Act of 1986.

**Personal continued**

References: Give name, address, and phone number of three references not related to you and who are not previous or current employers. References must be knowledgeable of your work relevant qualifications. Additional individuals may also be contacted.

Name	Address	Phone	Relationship

**Education**

List below high schools, trade/vocational colleges, universities, or other educational institutions attended:

Institution / Address	Major/Minor	Years Completed	Degree/Certificate Awarded	Graduated Yes/No
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List your professional license(s) relevant to position for which you are applying. Give type of license, license number, date of expiration, and state: \_\_\_\_\_

List training workshops, seminars, or special courses attended: \_\_\_\_\_

List software applications you can operate without additional training: \_\_\_\_\_

List machines and equipment (for example, maintenance machines) you can operate: \_\_\_\_\_

List any other skills or qualifications relative to the job for which you are applying: \_\_\_\_\_

Are you a veteran of the United States military?  Yes  No Dates: From \_\_\_\_\_ To \_\_\_\_\_

Have you served in the National Guard or Reserve Forces of the U.S.?  Yes  No Dates: From \_\_\_\_\_ To \_\_\_\_\_

List military education, experience and duties: \_\_\_\_\_

*The State Veteran's Preference Law bestows preference in appointment and employment for veterans, disabled veterans, and surviving spouse, provided such veterans have met "substantially equal qualifications."*

# Employment History

Starting with your most recent employer, list ALL previous employers. Include self-employment, summer, and part-time jobs, and any other relevant work experience. Explain any gaps in employment timeframe. Use block number 23 or a separate sheet if enough space is not provided.

May we contact your current employer(s)?  Yes  No      May we contact your former employer(s)?  Yes  No

<b>1</b> Current or most recent employer		Business Phone Number	Employment dates:
Address			From _____ Month Year
Type of business			to _____ Month Year
Your job title	Supervisor's Name		Salary
Your job duties (be specific)			\$ _____ \$ _____ Lowest Highest
			Per Year, Wk, Hr, etc. _____
Reason for Leaving			

<b>2</b> Employer		Business Phone Number	Employment dates:
Address			From _____ Month Year
Type of business			to _____ Month Year
Your job title	Supervisor's Name		Salary
Your job duties (be specific)			\$ _____ \$ _____ Lowest Highest
			Per Year, Wk, Hr, etc. _____
Reason for Leaving			

<b>3</b> Employer		Business Phone Number	Employment dates:
Address			From _____ Month Year
Type of business			to _____ Month Year
Your job title	Supervisor's Name		Salary
Your job duties (be specific)			\$ _____ \$ _____ Lowest Highest
			Per Year, Wk, Hr, etc. _____
Reason for Leaving			

Have you ever been discharged, laid-off, or forced to resign from employment for any reason?  Yes  No If yes, please explain.

State any additional information you feel may be helpful to us in considering your application: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Use this space for those items for which there were insufficient space. Please reference item number. Also, state any additional information you feel may be helpful to us in considering your application.

## *Certification*

I understand:

-All information provided in support of my application for employment is true, correct and does not misrepresent my history or qualifications.

-I understand that willful falsification or misrepresentation constitutes grounds for denying employment or for dismissal there from. If hired by York W. Williams, Jr. Child Development Center, Inc., I agree to comply with its employment policies, rules and regulations.

-I hereby authorize and give my consent to York W. Williams, Jr. Child Development Center, Inc. to confirm all such information and waive my right to privacy thereto to the extent required to verify relevant background and ability to perform all job-related functions. My consent specifically includes, but is not limited to, my prior job functions, work performance, education, criminal and/or driving record, drug testing and other permissible job-related issues.

-As a condition of employment, I must submit an official copy of my transcript, certificate, or license if the position/job requires such.

-Applications filed do not create a contract of employment with York W. Williams, Jr. Child Development Center, Inc.. If any individual is hired, he/she is an "employee at-will" and may be terminated at any time without cause.

-Employment is dependent upon satisfactory reference checks. I also understand that additional references may be checked.

-My applicant data may be subject to disclosure as a public record under the Arkansas Freedom of Information Act.

-York W. William, Jr. Child Development Center, Inc. is a drug-free work environment. Any employee violating the drug-free workplace policy will be subject to discipline up to and including termination. All new employees are given a copy of the policy and are required to sign an acknowledgement form.

-If employed, I will be subject to all Local, State, Federal, Governing Board York W. Williams, Jr. Child Development Center, Inc. rules and regulations.

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Signature of applicant

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Date

*If you would like to provide additional information to help us evaluate your skills and qualifications, you may attach a résumé or other documentation.*