

Regina Coeli Child Development Center Pre-employment Application

Regina Coeli Child Development Center is an Equal Opportunity Employer and will consider all applicants equally without regard to their race, sex, age, color, religion, national origin, veteran status or any disability as provided in the Americans with Disabilities Act.

Personal:

Application Date: _____

Name: _____ SSN #: _____

Address: _____ Phone #: _____

City _____ State _____ Zip Code _____ Alternate Phone#: _____

Driver's License #: _____ State _____ Expiration Date: _____

Do you have a current Commercial Driver's License with passenger endorsement? Yes No

Employment Desired:

Schedule desired: Full Time Part Time Substitute Temporary

Hours of operation vary by center and position and include schedules that begin as early as 5:00 AM and end as late as 6:30 PM. Please indicate the earliest time you would be available for work and the latest time you would be available for work on a daily basis.

Earliest time:	5:00 AM	6:00 AM	7:00 AM	8:00 AM
Latest time:	3:30 PM	4:30 PM	5:30 PM	6:30 PM

Position(s) Applying for: _____ Date available to start: _____

Have you ever applied to our organization before? Yes No If so, when? _____

Have you ever worked for our organization before? Yes No If so, when? _____

Regina Coeli Child Development Center operates fifteen Head Start and Early Head Start centers in six different parishes. The locations of the centers are given below. Please mark the locations in which you would be willing to accept employment. (Mark at least one, but no more than four locations)

Ascension Early Head Start	Hammond, Robert & SLU Head Start	North Tangi Head Start (Roseland, LA)
Bogalusa Head Start	Lacombe/Mandeville Head Start	St. Helena H.S.
Central Tangi Head Start (Independence, LA)	Livingston Head Start (Walker, LA)	Slidell/Pearl River H.S.
Covington Head Start and Early HS		Slidell Early H.S.
Franklinton Head Start		Springfield H.S.

Education:

High School Name _____ Address _____
City _____ State _____ Zip _____ Courses Studied _____
Graduate: Yes No Diploma: _____ From: _____ To: _____

College (undergraduate) _____ Address _____
City _____ State _____ Zip _____ Courses Studied _____
Graduate: Yes No Degree or # of hrs studied: _____ From: _____ To: _____

College (graduate) _____ Address _____
City _____ State _____ Zip _____ Courses Studied _____
Graduate: Yes No Degree or # of hrs studied: _____ From: _____ To: _____

(Other) _____ Address _____
City _____ State _____ Zip _____ Courses Studied _____
Graduate: Yes No Diploma: _____ From: _____ To: _____

Do you have a Child Development Associate (CDA) credential? Yes No Expiration Date: _____

Have you ever been convicted of a felony? Yes No

If yes, what was the felony? _____

State law requires that we obtain a criminal record check and possibly a fingerprint screen prior to being hired for this position. Will you comply with this law?
Yes No

If you are applying for a position which requires driving, have you ever received a ticket for a traffic violation?
Yes No

If yes, please explain: _____

Have you had a child enrolled in Head Start? Yes No If so, when? _____

Please list computer skills: Word Excel Power Point Publisher Access

If yes, list level of experience: _____

Please indicate any foreign language skills you have: _____

Please write a short paragraph explaining why you are seeking this job and why you feel that you are qualified for the position:

Employment Background: List names of employers in consecutive order with present or last employer listed first. If self-employed, give firm name and supply business references. Please give month and year. Do not reference your resume.

Employer: _____ Supervisor: _____
Address _____ Phone # _____
City _____ State _____ Zip _____
Dates
Employed: _____ To: _____ Position: _____
Pay: _____ Per _____ Reason for leaving _____
Duties _____

Employer: _____ Supervisor: _____
Address _____ Phone # _____
City _____ State _____ Zip _____
Dates
Employed: _____ To: _____ Position: _____
Pay: _____ Per _____ Reason for leaving _____
Duties _____

Employer: _____ Supervisor: _____
Address _____ Phone # _____
City _____ State _____ Zip _____
Dates
Employed: _____ To: _____ Position: _____
Pay: _____ Per _____ Reason for leaving _____
Duties _____

What additional work experience do you have which directly relates to the position for which you are applying? You may include volunteer experience, but do not repeat those employers already listed.

1. Employer: _____ Position: _____

Supervisor: _____ Dates: from _____ to: _____

2. Employer: _____ Position: _____

Supervisor: _____ Dates: from _____ to: _____

Personal References:

Please list three **non-related personal references** who have known you at least one year. (No relatives)

1. Name _____ Address _____ Phone # _____

2. Name _____ Address _____ Phone # _____

3. Name _____ Address _____ Phone # _____

Professional References: Please list three **non-related professional references** who are familiar with your work habits. (No relatives)

1. Name _____ Address _____ Phone # _____

2. Name _____ Address _____ Phone # _____

3. Name _____ Address _____ Phone # _____

This application must be totally completed and include 3 letters of recommendation if you are to be considered for employment! Please make sure that it is complete, that full addresses are given, and read and sign the following statement:

I certify that all statements made on this application are true and accurate, and I give my permission for contacting and release of all requested information from all listed employers and references.

Signature of Applicant

Date: _____

**Mail or deliver completed application form to: Regina Coeli Child Development Center
22476 Highway 190
Robert, LA 70455
Phone: (985) 318-8805, Fax: (985)318-8807**

For Human Resources Office Use Only:

Qualified: _____ Ed.: _____ Exp: _____ H.S. Status _____ Total _____

Letters of Recommendation Received: 1 2 3

Initial Interview: Referral Interview: Yes No Classroom Observation: Score _____

Center(s): _____ Positions _____