

WICKLINE UNITED METHODIST CHURCH
417 Mid-America Boulevard, Midwest City, OK 73110 732-1616

APPLICATION FOR CHILDCARE EMPLOYMENT

PERSONAL INFORMATION: (PLEASE PRINT)

Name (Last Name, First Name, Middle Initial)

Social Security Number

Current Address

City

State

Zip Code

Home Telephone Number

Cell Phone Number

Email address:

Are you over age 18?

Position Requested

Are you interested in a full-time or substitute position? _____

What talents or skills do you have that relate to working with young children? _____

In the event you may wish to enroll your children in the program, please list the number and ages of your children: _____

(Number)

(Ages)

EDUCATIONAL BACKGROUND:

High School Name

Number of Years Attended

Highest Grade Completed

9 10 11 12

College School Name

Number of Years Attended

Highest Grade Completed

1 2 3 4

Diploma or Degree Received

Other (specify) Name

Number of Years Attended

Highest Grade Completed

1 2 3 4

Diploma or Degree Received

List courses you have taken that were related to early childhood education and/or human relationships.

Would you be willing to continue your education by enrolling in training programs that may be recommended? _____

PERSONAL INFORMATION

Do you have any relative or personal friends in the employment of Wickline United Methodist Church?

If yes, please state:

Name

Relationship

EMPLOYMENT HISTORY (List present or last employment first)

Give names and addresses of previous employers during the last ten (10) years. If you are now working, give name and address of present employer and state such reason or desire to resign, Also give reason for any lapse of time between periods of employment.

Employer's Name and Address	Telephone Number	Immediate Supervisor
	Date Started	End Date
Describe in detail the work you performed _____		

Employer's Name and Address	Telephone Number	Immediate Supervisor
	Date Started	End Date
Describe in detail the work you performed _____		

Employer's Name and Address	Telephone Number	Immediate Supervisor
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Employer's Name and Address	Telephone Number	Immediate Supervisor
	Date Started	End Date
Describe in detail the work you performed _____		

Reason for leaving _____

Additional Inquiries Concerning Employment History

Have you ever been dismissed or forced to resign from employment? Yes No

If yes, please describe in full:

List related work experiences, including volunteer work, schools, seminars, etc.

List 3 personal references: (other than family members)

	Name	Address	Daytime Telephone
1.			
2.			
3.			

Applicant's Signature: _____

Application for Employment Attachment

Age group you prefer to work with _____ Why?

Age group you like the least _____ Why?

Are you willing to work with any age if necessary?

Have you worked in a childcare facility before? If yes, are they all listed on your application? List any that you have not already listed on the back of this form. What is the total length of time that you worked in each childcare facility? What is the total length of time you have worked in the area childcare?

What were your duties at each facility? Give details.

Do you have any training in childcare?

Why do you want to work in this facility?

List one thing about yourself that you think would make us want to hire you for this position.

Define "Time Out"

Tell me what you would do in these situations. Johnny is saying ugly words to the other children and telling the teacher to shut up. How would you handle this?

You have a child who gets in trouble often. Time out does not work with them. What would you do?

Employment

PLEASE NOTE: THIS IS A SAMPLE TEMPLATE DISCLOSURE/AUTHORIZATION PROCESS ONLY, AND IT SHOULD NOT BE CONSTRUED AS LEGAL ADVICE. YOU SHOULD CONSULT WITH COUNSEL TO CONFIRM THAT YOUR DISCLOSURE AND AUTHORIZATION PROCESS COMPLIES WITH APPLICABLE FEDERAL, STATE, AND LOCAL LAWS.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Wickline United Methodist Church ("the Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends or associates. These reports may contain information regarding your criminal history, credit history, motor vehicle records ("driving records"), verification of your education or employment history or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by SecureSearch, 558 Castle Pines Parkway, Castle Rock, Colorado 80108, (866) 891-1954, <https://www.securesearchpro.com/>, or another outside organization. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

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ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, insurance company or other party to furnish any and all background information requested by SecureSearch, 558 Castle Pines Parkway, Castle Rock, Colorado 80108, (866) 891-1954, <https://www.securesearchpro.com/>, another outside organization acting on behalf of Wickline United Methodist Church, and/or Wickline United Methodist Church itself. I agree that a facsimile ("fax") or electronic or photographic copy of this Authorization shall be as valid as the original.

State of Washington applicants and employees only: You have the right to receive a complete and accurate disclosure of the nature and scope of any investigative consumer report as well as a written summary of your rights and remedies under Washington law.

Massachusetts and New Jersey applicants and employees only: You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly.

New York applicants and employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Minnesota applicants and employees only: You have the right, upon written request to Agency, to receive a complete and accurate disclosure of the nature and scope of any consumer report. Agency must make this disclosure within five days of receipt of your request or of Company's request for the report, whichever is later. Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

Oklahoma applicants and employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants and employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Signature: _____

Date: _____

Print Name: _____

Maiden Name (if applicable): _____

Address: _____

Social Security Number: _____ *

Date of Birth: _____ *

*This information will be used for background screening purposes only.

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**NOTICE REGARDING BACKGROUND INVESTIGATION
PURSUANT TO CALIFORNIA LAW**

Wickline United Methodist Church ("the Company") intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics, and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to, obtaining a criminal record report, verifying references, work history, your educational achievements, licensure and certifications, obtaining your driving record and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be SecureSearch, 558 Castle Pines Parkway, Castle Rock, Colorado 80108, (866) 891-1954, <https://www.securesearchpro.com/>. The source of any credit report will be SecureSearch, 558 Castle Pines Parkway, Castle Rock, Colorado 80108, (866) 891-1954, <https://www.securesearchpro.com/>. Information regarding SecureSearch's privacy practices (including information about whether any consumer personal information will be sent outside the U.S. or its territories) may be found at <https://www.securesearchpro.com/home/privacy-information>

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and upon reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA's file on you which is required to be provided by the California Civil Code and will be provided to you via telephone, if you have made a written request with proper identification for telephone disclosure and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.