



337 Maine Avenue, Farmingdale, ME 04344  
T: (207)582-3110 F: (207) 582-3112 W: www.skcdc.org E: hr@skcdc.org

Application for Employment

In compliance with Federal and State Equal Employment Opportunity/Affirmative Action Laws and the American with Disabilities Act, applicants are considered for positions without regard to race, color, religion, sex, national origin, age, handicap, disability, sexual orientation, marital or veteran status, political affiliation or any legally protected group.

Name: (Print) \_\_\_\_\_ SSN: \_\_\_\_\_  
                                    First                                    Middle Initial                                    Last

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

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work Phone (Optional) \_\_\_\_\_

Email Address \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Please Note: If you are applying for a position that requires special licensure (Teacher, Education Technician, etc.) or specific education or training to meet the minimum requirements for a position, you must attach a photocopy of the licensing document, certificate of completion, or post-secondary transcript that verifies that you meet the necessary minimum requirements for the job.

Availability for work:  Full Time  Part Time  Either Days & Hours Available to Work \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

Are you a US Citizen?  Yes  No

Are you able to perform the essential functions of this position with or without reasonable accommodation?  Yes  No  
Please indicate any reasonable accommodations required: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime related to child abuse or neglect?  Yes  No  
If yes, please explain – Date, City, Nature of Offense and Disposition: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a misdemeanor or a felony?  Yes  No If Yes, please explain – Date, City, Nature of Offense and Disposition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation by any federal department or agency?  Yes  No If yes, please explain – Date, City, Nature of Offense and Disposition \_\_\_\_\_  
\_\_\_\_\_

Note: A conviction record will not necessarily be a barrier to employment. Applicants with a sealed record on file may answer "No Record" to any inquiry about criminal convictions.

Please list other names, including maiden name, you have been known by \_\_\_\_\_  
\_\_\_\_\_

### Education

School(s)	Name and Address of School	Type of Diploma/Certificate/Degree Awarded – Include Major and Minor
High School/GED:		
Post-Secondary:		
Post-Secondary:		

### Employment Experience

Please complete all Sections and List each position held, starting with the most recent position

<b>Name of Employer:</b> <b>Address:</b> <b>Phone#:</b> <b>Supervisor:</b> <b>Reason for Leaving:</b> May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Dates Employed:</b> <b>From:</b> <b>To:</b> <b>Position Title:</b> <b>Hourly Rate or Salary Received:</b>	<b>Work Responsibilities:</b>
<b>Name of Employer:</b> <b>Address:</b> <b>Phone#:</b> <b>Supervisor:</b> <b>Reason for Leaving:</b> May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Dates Employed:</b> <b>From:</b> <b>To:</b> <b>Position Title:</b> <b>Hourly Rate or Salary Received:</b>	<b>Work Responsibilities:</b>
<b>Name of Employer:</b> <b>Address:</b> <b>Phone#:</b> <b>Supervisor:</b> <b>Reason for Leaving:</b> May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Dates Employed:</b> <b>From:</b> <b>To:</b> <b>Position Title:</b> <b>Hourly Rate or Salary Received:</b>	<b>Work Responsibilities:</b>
<b>Name of Employer:</b> <b>Address:</b> <b>Phone#:</b> <b>Supervisor:</b> <b>Reason for Leaving:</b> May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Dates Employed:</b> <b>From:</b> <b>To:</b> <b>Position Title:</b> <b>Hourly Rate or Salary Received:</b>	<b>Work Responsibilities:</b>

**Special Training or Qualifications**

Describe any specialized training and skills including computer skills and computer software you are proficient in using; state where training or skill was received or other experience or education that you wish considered in reviewing your application for this position: \_\_\_\_\_

Please list computer software you are proficient in using and skills:

Languages spoken fluently: \_\_\_\_\_

Languages read fluently: \_\_\_\_\_

Current Infant/Child CPR Certified?  No  Yes:  American Red Cross;  American Heart;  List Other \_\_\_\_\_

Current First Aid Certified  No  Yes:  American Red Cross  List Other \_\_\_\_\_

You may attach additional information, resume, transcripts, certifications, etc. to the application for complete information.

**Professional References**

(Someone who can give us information about your ability to perform this position for which you are applying, do not include family members and/or personal friends)

Name	Address	Phone/Cell #
1.		
2.		
3.		

**Applicant Information Survey**

Complete for Early Care & Education Positions Only – Please list the child care center (s) you are willing and able to work (see agency website for listing of centers):

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

**How Did You Hear About This Position?**

Check to indicate where you heard or saw the position advertised

- SKCDC Website
- Online – Name of site? \_\_\_\_\_
- Kennebec Journal
- Morning Sentinel
- Career Center
- DHHS - Aspire
- SKCDC Center – Name of Center \_\_\_\_\_
- Other – Please Explain \_\_\_\_\_

**Please Check the Choices Listed Below That Most Accurately Describe You as an Applicant**

External Candidate  Other - Explain \_\_\_\_\_

Were you previously employed by us?  Yes  No If yes, when? \_\_\_\_\_

Position(s) held: \_\_\_\_\_

Current Early Head Start or Head Start Parent  Yes  No

If You Are a Parent of a Child Currently in an SKCDC Program, what is the Center Location \_\_\_\_\_

Former Early Head Start or Head Start Parent  Yes  No

Are you a relative of a current employee – Name? \_\_\_\_\_ Relationship \_\_\_\_\_

Thank you for your interest in a career with Southern Kennebec Child Development Corporation. We value our employees and involve our employees in the planning processes of the agency. All employees of SKCDC are considered team members and are expected to fully participate and contribute toward planning and achieving the agency's goals and objectives.

Maine is an employee-at-will state. SKCDC does not utilize employment contracts or agreements in hiring employees. All employees of SKCDC are employees-at-will; and SKCDC or the employee may terminate the relationship with or without cause, and with or without notice, at any time. There will be no expressed or implied employment contract or agreement other than employee-at-will status. SKCDC is an Equal Opportunity/Affirmative Action employer. SKCDC will not refuse to hire, train, promote, or otherwise discriminate against any applicant or employee on the basis of race, religion, color, sex, national origin, age, disability, family medical history, or genetic information as defined in the Genetic Information Nondiscrimination Act of 2008 (GINA), sexual orientation, parental status, marital status, political affiliation, military service, or any legally protected group, status as a workers' compensation claimant, except where a bona fide occupational qualification exists, and shall comply with Section 504, Title IX, and the American Disabilities Act (ADA) in employment, education and all other areas of the agency.

**Agreement**

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby authorize, consent and grant the privilege to SKCDC and its agents to review and examine any public or private records pertaining to my education, work history, criminal records and other personal information that may be required or directly related to employment with SKCDC. I certify that the information given by me in this application is true and complete in all respects, and I agree that if the information given is found to be false in any way, or requested information is omitted, it shall be considered sufficient cause for denial of employment or discharge. I authorize current and/or past employers, all references and any other persons to answer all questions asked concerning my ability, character, reputation and previous employment record. I release all such persons from any liability of damages of having furnished such information. I authorize SKCDC to duplicate this agreement for the use of authorizing the release of my personal information from current and/or past employers, schools, public and private records, persons or entities that may provide relevant information regarding my application, background and employment. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between SKCDC and myself for either employment or for the providing of any benefit. I understand that if I am hired by SKCDC that an employment relationship between the Agency and myself will be an employee at will relationship and that either party in the relationship may terminate the relationship with or without cause and with or without notice, at any time. There will be no expressed or implied employment contract or agreement other than employee at will status. I understand that the Immigration Reform and Control Act of November 6, 1986 requires me to prove the legality of my residency or citizenship and that failure to provide such proof at the time of request may legally force my termination. I understand that if employed, policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or in part, at any time.

**My Signature Certifies That I Have Read, Understand and Agree With the Above Statements**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date