



# REGIS

## Catholic Schools

### CHILD DEVELOPMENT CENTER

### APPLICATION FOR EMPLOYMENT

#### PERSONAL INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip code

Telephone number \_\_\_\_\_

Cell Phone number \_\_\_\_\_

Are you 18 years or older? yes \_\_\_\_\_ no \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? yes \_\_\_\_\_ no \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

*(You will not be denied employment solely because of a conviction record, unless the offense is subsequently related to the job for which you have applied.)*

#### EMPLOYMENT DESIRED

Position \_\_\_\_\_ Salary Desired \_\_\_\_\_ Date available \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Have you ever applied to this company before? \_\_\_\_\_ If so, when? \_\_\_\_\_

Applying for: \_\_\_\_\_ Full time.  
\_\_\_\_\_ Part time. Number of hours per week \_\_\_\_\_

**EDUCATION**

Schools attended	Dates attended	Major
_____	_____	_____
_____	_____	_____
_____	_____	_____

Would you be willing to continue your education by enrolling in courses or other training programs that may be recommended? \_\_\_\_\_

**FORMER EMPLOYERS**

*List your four most current employers beginning with the most recent.*

Name \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_  
Position \_\_\_\_\_ Salary \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Name \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_  
Position \_\_\_\_\_ Salary \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Name \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_  
Position \_\_\_\_\_ Salary \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Name \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_  
Position \_\_\_\_\_ Salary \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Were you involuntarily terminated or asked to resign by any employer? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain: \_\_\_\_\_

**REFERENCES**

*Please list at least three persons, not related to you, whom you have known at least one year who could attest to your interaction with children.*

---

Name	Business	Position	Phone
------	----------	----------	-------

---

Name	Business	Position	Phone
------	----------	----------	-------

---

Name	Business	Position	Phone
------	----------	----------	-------

**GENERAL INFORMATION**

I am aware that a background study will be performed before I can be hired. I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts asked for on the application is cause for dismissal.

In the event of my employment with the Regis Catholic Schools Child Development Center, I agree to comply with the rules and regulations governing my employment. In the event I should terminate my employment, I agree to file my resignation three weeks prior to the date it will be effective. I understand that I am an employee at will.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Regis Child Development Center**  
**2114 Fenwick Ave.**  
**Eau Claire, WI 54701**  
**715-830-2274**

**Genesis Child Development Center**  
**418 N. Dewey Street**  
**Eau Claire, WI 54703**  
**715-830-2275**

The Early Childhood Programs of RCS is committed to providing equal opportunities for all, without regard to race, color, religion, sex, age, or disability.