

Heppner Day Care, Inc. is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Mailing if different*  
\_\_\_\_\_  
*City State Zip Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_

How did you hear about the position? \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_\_\_ YES \_\_\_\_\_ NO

If no, are you authorized to work in the U.S.? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have you ever worked for Heppner Day Care, Inc.? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, explain: \_\_\_\_\_

**Education and Training**

**High School:** \_\_\_\_\_ **Location (City, State):** \_\_\_\_\_

Years attended: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

**College/University:** \_\_\_\_\_ **Location (City, State):** \_\_\_\_\_

Years attended: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

**College/University:** \_\_\_\_\_ **Location (City, State):** \_\_\_\_\_

Years attended: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

**Other:** \_\_\_\_\_ **Location (City, State):** \_\_\_\_\_

Years attended: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

*Please list the skills and qualifications you possess to qualify you for the position you are applying for:* \_\_\_\_\_  
\_\_\_\_\_

**References**

*Please list two professional references*

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

Company Name and Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Company Name and Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Previous Employment**

**Employer Name:** \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact?  YES  NO

**Employer Name:** \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact?  YES  NO

**Employer Name:** \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact?  YES  NO

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_