



Plaza de la Raza Child Development Services, Inc.

8337 Telegraph Road 3rd. Floor, Pico Rivera, California 90660

Tel. (562) 776-1301 / Fax (562) 776-8712

Email: www.plazadelaraza.net

EMPLOYMENT APPLICATION

Applicant Interest in Job Position(s):

1. _____
2. _____
3. _____

If you have a child in Plaza, indicate site: _____

Social Security No.: _____

CA Driver's License # _____

APPLICANT INFORMATION

Date: _____

Name: _____

Other names used: _____

Address: _____

City: _____ Zip: _____

Day-Time Tel. No. _____

Evening Tel. No.: _____

E-mail Address: _____

LANGUAGE ABILITY

English: Speak _____ Write _____

Spanish: Speak _____ Write _____

Other: _____ Speak _____ Write _____

FINGERPRINT CLEARANCE

Upon employment state law requires that you be fingerprinted, and references must be checked.

REFERENCES

List personal references (not relatives) that known you for a minimum of five (5) years:

<i>Name</i>	<i>Occupation</i>	<i>Address</i>	<i>Phone Number</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Plaza de la Raza Child Development Services, Inc.
Employment Application
Page 2

1. Are you related to any Plaza EMPLOYEE, BOARD MEMBER, and/or PARENT POLICY COMMITTEE MEMBER? _____ If yes, name and relationship _____
2. Do you have or ever had a child in our Program? _____, If so, indicate site location: _____
3. Have you ever worked for this Agency? _____ If so, in what capacity? _____
Location _____
4. Would you be interested in volunteer work at one of our centers? _____
If so, where _____

List any tickets or accidents that you have had within the past three (3) years _____

What office machines can you operate? _____

Typing speed _____ WPM

A Regular Children's Center Permit is required for a teaching position. Attach a copy of your Permit to this application. Upon employment, the original Permit must be presented for verification.

Teaching and area aide positions: This agency encourages staff to attend school in order to improve performance and for advancement. Are you willing to take college classes while employed at this Agency?
Yes _____ No _____

EDUCATION AND TRAINING

Name of High School _____
Address _____
Highest Grade Completed _____ Diploma Yes _____ No _____ GED _____

<u>College</u>	<u>Location</u>	<u>Major</u>	<u>Units Comp.</u>	<u>Date</u>	<u>Degree</u>
----------------	-----------------	--------------	--------------------	-------------	---------------

Number of Early Childhood Education units _____ Number of General Education units _____

Are you currently taking classes or enrolled in school? Yes _____ No _____

Name of Institution _____

Classes _____

List credentials, certificates, licenses, or permits you hold:

<u>Name of Credential</u>	<u>Type (Clear, Partial, etc.)</u>	<u>Expiration Date</u>
_____	_____	_____
_____	_____	_____

*** TRANSCRIPTS &/OR PERMITS FOR REVELANT POSITION MUST BE SUBMITTED WITH YOUR APPLICATION.**

WORK HISTORY

List most recent position first. Indicate all work experience for at least the last ten (10) years. Attach additional sheets if necessary.

Do you give permission for us to contact your current employer? Yes _____ No _____

Company/Agency Name _____ From _____ To _____

Complete Address _____ Month/Year Month/Year

Position _____ Ending Salary \$ _____ per week _____ mo. _____

Job Description _____

Name and Title of Supervisor _____ Telephone () _____

Specific reason for leaving _____

Company/Agency Name _____ From _____ To _____

Complete Address _____ Month/Year Month/Year

Position _____ Ending Salary \$ _____ per week _____ mo. _____

Job Description _____

Name and Title of Supervisor _____ Telephone () _____

Specific reason for leaving _____

Company/Agency Name _____ From _____ To _____

Complete Address _____ Month/Year Month/Year

Position _____ Ending Salary \$ _____ per week _____ mo. _____

Job Description _____

Name and Title of Supervisor _____ Telephone () _____

Specific reason for leaving _____

REFERENCE CHECK AUTHORIZATION

Employment with Plaza de la Raza Child Development, Inc. is contingent upon Policy Committee approval, ability to meet medical standards, criminal record clearance and other requirements applicable to the position desired. Until all employment procedures are satisfied, any offers of employment are conditional and preliminary and may be withdrawn at any time.

The information I have provided in this Application for Employment is true, and correct and complete. False, incomplete or misrepresented information of any kind will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and “references” I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application is not an employment agreement. If I accept an offer of employment, I understand I may resign at any time, and the employer may terminate my employment at any time with cause and due notice, unless required by law. I understand that no one has authority to enter into any employment agreement with terms contrary to the foregoing unless made in writing and signed by the employer’s designated officer.

I FULLY UNDERSTAND AND ACCEPT ALL TERMS AND CONDITIONS IN THE ABOVE STATEMENT.

SIGNATURE

DATE