



SOUTHERN KENNEBEC CHILD DEVELOPMENT CORPORATION

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 (CDL Driver, Professional, Teacher, 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 know 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

CDL Driver Applicants must provide information on all driving jobs you have held for the past ten (10) years

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

Special Training or Qualifications

Describe any specialized training and skills; state where training or skill was received or other experience or education that you wish considered in reviewing your application for this position: _____

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 – Check all Centers that you are willing and able to work:

- Building Blocks School, Greenlaw Building, AMHI Campus, Hospital Street, Augusta
- Chelsea Preschool Partnership, 566 Togus Road, Chelsea
- Gardiner, 12 Plummer Street, Gardiner
- Lake Region, 165 Lakeview Drive, China
- Magic Years, 25 Industrial Drive, Augusta
- Monmouth Preschool Partnership, 169 Academy Road, Monmouth
- Mt. Vernon Preschool Partnership, 1507 North Road, Mt. Vernon
- New Adventures, 40 Pierce Drive, Capital Area Technical Center, Augusta
- Readfield Preschool Partnership, 84 South Road, Readfield
- Webster, 34 Franklin Street, Augusta
- Winthrop Preschool Partnership, 23 Highland Avenue, Winthrop

How Did You Hear About This Position?

Check to indicate where you heard or saw the position advertised

- SKCDC Website
- Jobs In ME
- 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 – Who? _____ 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, color, religion, sex, age, national origin, handicap, disability, sexual orientation, marital or veteran status, political affiliation or any legally protected group.

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