

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

Name of Employer: Address: Phone #: Supervisor:	Dates Employed: From To Position Title:	Work Responsibilities:
Reason For Leaving: May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Salary Received Starting Ending	
Name of Employer: Address: Phone #: Supervisor:	Dates Employed: From To Position Title:	
Reason For Leaving: May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Salary Received: Starting Ending	
Name of Employer: Address: Phone #: Supervisor:	Dates Employed: From To Position Title:	Work Responsibilities:
Reason For Leaving: May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Salary Received Starting Ending	

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
- Gilbert Preschool Partnership, One Sunset Avenue, Augusta
- Lincoln Preschool Partnership, 30 Lincoln Street, Augusta
- Magic Years, 25 Industrial Drive, Augusta
- New Adventures, 40 Pierce Drive, Capital Area Technical Center, Augusta
- Webster, 34 Franklin Street, Augusta
- Gardiner, 12 Plummer Street, Gardiner
- Lake Region, 165 Lakeview Drive, China
- Winthrop Preschool Partnership, 23 Highland Avenue, Winthrop
- Monmouth Preschool Partnership, 169 Academy Road, Monmouth
- Fayette Preschool Partnership, 2023 Main Street, Fayette
- Mt. Vernon Preschool Partnership, 1507 North Road, Mt. Vernon
- South Gardiner, 721 River Road, South Gardiner

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