



3245 E. Washington Ave. Madison, WI 53704 • 608-244-6098

EMPLOYMENT APPLICATION

INSTRUCTIONS: Please answer all questions and sign. When completing, do not identify race, color, gender, age, national origin, citizenship, religion or provide any extraneous information, such as union affiliation, if any. Please print all responses and information plainly and clearly. Sunny Ridge Kids will consider all applicants without discrimination on any basis prohibited by law and is an equal opportunity employer.

PERSONAL

Name: _____
Last First Middle

Address: _____
Street City State Zip

Is this your permanent address? Yes ____ No ____ If "No," give your permanent address:

Address: _____
Street City State Zip

Primary Phone: _____

Email Address: _____

Are you 18 years of age or older? Yes ____ No ____

If not, do you have a work permit? Yes ____ No ____

Are you related to or do you live with anyone who works, or who has worked, at Sunny Ridge Kids?

Yes ____ No ____

If yes, who (please provide full name and position-if known): _____

Have you ever worked for Sunny Ridge Kids? Yes ____ No ____ If yes, when? _____

Reason for leaving: _____

Have you ever applied for work with Sunny Ridge Kids before? Yes ____ No ____ If yes, when? _____

Are there periods during the year during which you will not be available to work because of other commitments (for example; semester breaks, summer)? Yes ____ No ____

If yes, please list such periods: _____

KIND OF WORK DESIRED

What job position are you seeking? _____ Desired pay: \$ _____

Are you seeking a full-time or part-time position? _____ Date you can start: _____

Who referred you to Sunny Ridge Kids? _____

Are there any restrictions that would hinder you in working with children (for example; weight lifting restrictions, physical limitations)? Yes _____ No _____

If yes, please describe anything we might do to make it possible for you to perform job duties: _____

EMPLOYMENT HISTORY

Last employer:

Company name: _____

Dates employed: From _____ To _____

Address: _____ Phone: _____
City State Zip

Job title: _____

Starting pay: \$ _____ Ending pay: \$ _____

Reason for leaving: _____

Immediate supervisor (name and position): _____

Describe duties and responsibilities: _____

Previous employer:

Company name: _____

Dates employed: From _____ To _____

Address: _____ Phone: _____
City State Zip

Job title: _____

Starting pay: \$ _____ Ending pay: \$ _____

Reason for leaving: _____

Immediate supervisor (name and position): _____

Describe duties and responsibilities: _____

Previous employer:

Company name: _____

Dates employed: From _____ To _____

Address: _____ Phone: _____
City State Zip

Job title: _____

Starting pay: \$ _____ Ending pay: \$ _____

Reason for leaving: _____

Immediate supervisor (name and position): _____

Describe duties and responsibilities: _____

Previous employer:

Company name: _____

Dates employed: From _____ To _____

Address: _____ Phone: _____
City State Zip

Job title: _____

Starting pay: \$ _____ Ending pay: \$ _____

Reason for leaving: _____

Immediate supervisor (name and position): _____

Describe duties and responsibilities: _____

Have you ever been fired from any employment or been disciplined for conduct connected to work?

Yes _____ No _____

If yes, please explain: _____

Have you ever been disciplined for not following instructions or not getting along with co-workers?

Yes _____ No _____

If yes, please explain: _____

EDUCATION/SKILLS

High school: _____

Name

City

State

Did you graduate? Yes _____ No _____

Other schools attended (post high school)

Name

City

State

Dates of attendance: From _____ To _____

Did you receive a degree? Yes _____ No _____ When? _____

Area of study/type of degree? _____

Name

City

State

Dates of attendance: From _____ To _____

Did you receive a degree? Yes _____ No _____ When? _____

Area of study/type of degree? _____

Name

City

State

Dates of attendance: From _____ To _____

Did you receive a degree? Yes _____ No _____ When? _____

Area of study/type of degree? _____

Child Care/Education

Please list all child care or child education courses or school work that you have completed: _____

OTHER BACKGROUND

Describe any training or experience you have that you believe qualifies you for the job you seek? _____

Do you have a license or certificate in any particular field/job? Yes _____ No _____

If yes, what sort of license or certificate do you hold? _____

When did you receive it? _____

Are you out on bail, probation or subject to any parole conditions? Yes _____ No _____

If yes, please explain fully, including parole and/or probation restrictions or conditions: _____

Have you ever been convicted or pled guilty to a crime (not including convictions where records have been expunged)? Yes _____ No _____

If yes, please identify the crime(s) for which you were convicted, date of conviction, and the state and county where convicted: _____

Have you ever used a name other than the one on this application? Yes _____ No _____

If yes, what name, when and where? _____

How long do you plan on working for Sunny Ridge Kids if employed? _____

PERSONAL REFERENCES (should not be former employers or relatives)

Name/Occupation	Phone	Years Acquainted
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Name/Occupation	Phone	Years Acquainted
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Name/Occupation	Phone	Years Acquainted
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