

Employment Questionnaire

Name: _____
Today's Date: _____
Phone number with area code: _____
Alternate Phone Number: _____
Address: _____
Age: _____ Date of Birth: _____
Email-address: _____

All positions are part time and you must be flexible meaning, willing to work 1st and 2nd shifts when needed. This is just a brief interview. It'll be more in detail if you are called in for a face to face interview, which is set up before you are actually hired. You must have a high school diploma or a GED and have it on hand to show at time of interview. You must be at least 18 years or older to work here. We are also looking for on call and substitute providers.

1. Have you ever work with children before?
Ifso, where? _____
forhow long? _____
What were your job duties? _____

2. Are you flexible during the day and after 6pm and willing to work a rotating shift?
Between day and evening shift: Yes No

3. Do you have any type of criminal background? (even if it was dismissed, I need to know now cause it will show up and/or I'll be informed) If so please explain:

4. Are you currently employed? Yes No
if so, where and what time do you work there? _____

5. Are you currently CPR and/ or First Aid trained and have your updated card to show it? Yes No

6. How much per hour are you expecting to be paid? _____
7. How many hours are you looking for? _____

8. Do you have your own transportation?(not the city bus it doesn't run here.) Yes

9. Where was the last job you had? _____

- How long were you there? _____
- Who was your supervisor? _____

- What was your reason for leaving? _____

10. How many times during that time frame, for whatever reason, did you have to call in?

11. Do you have computer skills yes or no. _____

Can you type yes or no? If yes about how many words per minute? _____

What computer programs are you familiar with

How is your grammar?

12. What part of town do you live on? Check by the area in which you live.

- Madison St.
- Sango
- Ft. Campbell close to post
- On APSU campus
- St. Bethlehem
- Near APSU
- New Providence
- Riverside Drive
- Oak Grove
- other area, where?

Please provide me with 3 people you have worked for, (NOT with) that can verify your work history. Their name, phone number, their position, and the time frame you worked for them, along with the best time to contact them. You may need to use a separate sheet of paper. You may email it to: Doris@cierasdaycare.com or fax it to me at 931-645-4657. Call first to let us know you are faxing us an application or mail it to 368 Hilltop Drive Clarksville, TN 37040.

Signature _____ Date: _____

Address:
Ciera's Loving Touch Home Childcare
368 Hilltop Drive
Clarksville, TN 37040

Email - Doris@cierasdaycare.com or Fax- 931-645-4657 call before faxing.