



2503 Main Street La Crosse, WI 54601 (608) 784-3640

[www.congregationalpreschool.com](http://www.congregationalpreschool.com)

## Application For Employment

### Personal

Applicant Name Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ SS# \_\_\_\_\_  
 Current Address Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

### Employment Interests

Position Applying For \_\_\_\_\_ Date Available to Start \_\_\_\_\_  
 Total Number of Hours/Sessions Desired Per Week \_\_\_\_\_ Wage/Salary expected \$ \_\_\_\_\_ per \_\_\_\_\_  
 Days and Times Available to Work (indicate a.m. and/or p.m.) \_\_\_\_\_

### Education

	High School	College/University	Other Education/Tech School
Circle last year completed	1 2 3 4	1 2 3 4	1 2 3 4

GED/Diploma/Degree

List Scholastic honors, special training courses, workshops and extra-curricular activities that may be helpful in considering your application.

### Other Required Information

Have you ever been associated with Congregational Preschool in any employment capacity? (Circle) YES NO

Are you at least 18 years of age? YES NO Do you have the legal right to work in the U.S.? YES NO

Have you ever been convicted of a felony? (circle) NO YES If yes, please explain \_\_\_\_\_

The existence of a conviction record(s) does not constitute an automatic bar to employment. Your conviction record(s) will be considered only as it may substantially relate to the job for which you are applying.

### Employment History

List your last three employers, beginning with present or most recent employer. Be sure to include dates of service in the armed forces and any self-employed periods. Attach an additional sheet if necessary. **NOTE: A resume does not substitute for completion of an employment history. Only fully completed applications will be considered for employment openings.**

Employer	Dates of Employment (Month/Year) From _____ To _____
Supervisor's Name/Title	Employer Phone Number (____) _____
Street Address	May we contact this employer for a reference? Circle YES NO
City State Zip	Salary Start _____ End _____
Summarize the nature of the work performed and Job Responsibilities	Job Title _____
	Employment Status (circle) Full Time Part Time
Reasons for Leaving	Length of Notice Given _____

### Employment History Continued

Employer	Dates of Employment (Month/Year) From _____ To _____
Supervisor's Name/Title	Employer Phone Number ( ) _____
Street Address	May we contact this employer for a reference? Circle YES NO
City _____ State _____ Zip _____	Salary Start _____ End _____
Summarize the nature of the work performed and Job Responsibilities	Job Title _____
	Employment Status (circle) Full Time Part Time
Reasons for Leaving	Length of Notice Given _____

Employer	Dates of Employment (Month/Year) From _____ To _____
Supervisor's Name/Title	Employer Phone Number ( ) _____
Street Address	May we contact this employer for a reference? Circle YES NO
City _____ State _____ Zip _____	Salary Start _____ End _____
Summarize the nature of the work performed and Job Responsibilities	Job Title _____
	Employment Status (circle) Full Time Part Time
Reasons for Leaving	Length of Notice Given _____

### Additional Information

In addition to your work history, list any other job-related experiences, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.


### Additional References

List names and telephone numbers of two work or professional references who are not related to you and who are not listed as references in the Employment History.

Name	Work Phone ( ) _____	Home Phone ( ) _____	Yrs Known _____
Name	Work Phone ( ) _____	Home Phone ( ) _____	Yrs Known _____

### Authorizations: Applicant, please read, provide the information requested and sign.

I certify that all of the information provided on this application is true, complete, and correct. I understand that Congregational Preschool will look to verify the information I have provided in this application for employment and that Congregational Preschool may conduct an Investigation regarding my background. I authorize all persons, schools, companies and law enforcement agencies to release any information concerning my background to Congregational Preschool.

Signature as Shown on Social Security Card \_\_\_\_\_ Date \_\_\_\_\_