

**CHILDHAVEN, INC.**

**Employment Application**

P.O. Box 2070, Cullman, AL 35056, (256) 734-6720; FAX (256) 734-6721

---

Your interest in our organization is appreciated. Applications are kept on file for six (6) months. If you have not been hired within six months of the date of your application, you must re-file if you are to be considered for future employment.

Date: \_\_\_\_\_

Personal Information:

Name: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Phone No. \_\_\_\_\_

Address (full, including

Zip): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

—

Have you ever been known by any other name? Yes \_\_\_\_\_

No \_\_\_\_\_

If Yes, what is the name?

\_\_\_\_\_

Dates known by this

name: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, describe in full:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a misdemeanor? Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, describe in full:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been arrested? Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, describe in full:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you a citizen of the United States? Yes \_\_\_\_\_  
No \_\_\_\_\_

If not, give Alien Registration Number:

\_\_\_\_\_

Childhaven Employment Application page 2

Are you over age 18? Yes \_\_\_\_\_ No \_\_\_\_\_ If No, do you have a  
work permit? Yes \_\_\_\_\_ No \_\_\_\_\_

Referral Source: Advertisement \_\_\_\_\_ Friend \_\_\_\_\_ Relative \_\_\_\_\_  
Church \_\_\_\_\_ Employee \_\_\_\_\_  
Other \_\_\_\_\_

Do any of your friends or relatives work here? Yes \_\_\_\_\_  
No \_\_\_\_\_

If Yes, list name(s):

\_\_\_\_\_  
\_\_\_\_\_

List office or business machines you have operated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If applying for a clerical position:

What is your typing speed? \_\_\_\_\_

Do you take shorthand? \_\_\_\_\_ If so, what is your speed?  
\_\_\_\_\_

Give name, address, and phone number of three references, not

related to you:

1) \_\_\_\_\_  
\_Phone \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_Phone \_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_Phone \_\_\_\_\_  
\_\_\_\_\_

If required for the position for which you are applying, will you consent to periodic physical examinations and blood or urine analysis? (Note: This analysis may test for controlled substances.)  
Yes \_\_\_\_\_ No \_\_\_\_\_

Have you filed an application here before? Yes \_\_\_\_\_ No \_\_\_\_\_  
Date \_\_\_\_\_

Have you ever been employed here before? Yes \_\_\_\_\_ No \_\_\_\_\_  
Date \_\_\_\_\_

Position currently applying for:  
\_\_\_\_\_

Status Desired: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Other \_\_\_\_\_

Childhaven Employment Application B page 3

Date Available: \_  
\_\_\_\_\_

Are you on lay-off and subject to recall? Yes\_\_\_\_ No\_\_\_\_

List any skills, qualifications, courses, or training you have that relate to the position for which you are applying:

---

---

---

---

---

---

Are you a member of the Military Reserve or National Guard?  
Yes\_\_\_\_ No\_\_\_\_

If Yes, what branch of the U.S. Military Service?

---

List Professional, Trade, Business, or Civic activities and offices held:

---

---

---

---

**Present and Past Employment, beginning with your most recent:**

1. Name, address, type business:

---

\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Describe the work you did:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary:

\_\_\_\_\_  
Reason for Leaving:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Childhaven Employment Application B page 4

Name of  
Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_

2. Name, address, and type of business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Describe the  
work you did: \_\_\_\_\_

---

---

---

---

Starting Salary: \_\_\_\_\_ Ending Salary:

\_\_\_\_\_

Reason for Leaving:

---

---

---

---

Name of Supervisor:

\_\_\_\_\_ Telephone:

\_\_\_\_\_

3. Name, address, and type of business:

---

---

---

---

From: \_\_\_\_\_ To: \_\_\_\_\_ Describe the  
work you did: \_\_\_\_\_

---

---

---

---

Starting Salary: \_\_\_\_\_ Ending Salary:

---

Reason for Leaving:

---

---

Name of Supervisor:

\_\_\_\_\_ Telephone:

---

May we contact the employers listed above? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, indicate which one(s) you do not wish us to contact and state the reason why:

---

---

---

---

Childhaven Employment Application, page 5

Have you ever been bonded? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, where?

---

---

Summarize special skills and qualifications acquired from



employment and experience:

---

---

---

---

---

---

**Driving Record:**

Do you presently have a valid driver=s license? Yes\_\_\_\_  
No\_\_\_\_

If yes, list the following driver=s license information:

State:\_\_\_\_\_ Number:\_\_\_\_\_ Type:\_\_\_\_\_  
Expiration Date:\_\_\_\_\_

Have you had a moving violation within the past five years?  
Yes\_\_\_\_ No\_\_\_\_

If yes, describe in detail:

---

---

---

---

Have you ever been charged or convicted of DUI? Yes\_\_\_\_  
No\_\_\_\_

If yes, describe in detail:

---

---

---

---

**Education:**

High School (Name, Address, Course of Study):

---

---

---

Check last year completed: 1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_

Childhaven Employment Application B page 6

Did you graduate? Yes\_\_\_\_ No\_\_\_\_

College (Name, Address, Course of Study): \_\_\_\_\_

---

---

Check last year completed: 1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_  
graduate \_\_\_\_\_

Did you graduate? Yes\_\_\_\_ No\_\_\_\_

List degrees:

---

---

College (Name, Address, Course of Study):

---

---

---

Check last year completed: 1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_  
graduate\_\_\_\_

Did you graduate? Yes\_\_\_\_ No\_\_\_\_

List degrees:  
\_\_\_\_\_  
\_\_\_\_\_

Technical School (Name, Address, Course of Study):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check last year completed: 1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_

Did you graduate? Yes\_\_\_\_ No\_\_\_\_

List diploma or degree:  
\_\_\_\_\_  
\_\_\_\_\_