



EMPLOYMENT APPLICATION

Your interest in Building Blocks Early Education Centers is appreciated. We invite you to fill out this application and return it to one of our offices. If an opening occurs for which you may qualify, we will notify you and ask you to come in for an interview. We will also contact your references. We realize that the key to a successful Christian child care center is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40 – “A student is not above his teacher, but everyone who is fully trained will be like his teacher.” We look forward to receiving your application. Thank you for your interest in the ministry of BBEEC. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

Application Date:		Date Available:	
Position Applying For:			
Full Name:		Maiden Name:	
Street Address:		City/State/Zip:	
Phone: Day	Evenings:	Date of Birth:	
Drivers License Number:		State:	Social Security Number:

High School:		Year Degree Received/Expected:	
College/University:	Dates Attended:	Course of Study:	Year Degree Received/Expected:
Other Schools Attended:		Dates Attended:	

(Please attach photocopies of all your high school/college coursework transcripts.)

Have you previously worked for any Building Blocks locations?	Yes	No
If yes, give date and reason for leaving:		
Are you related to anyone currently employed at any Building Blocks location?	Yes	No
If yes, please explain:		

List Dates for Certifications:	NCECC:	NCECAC:	CDA:	CPR/First Aid:	ITS-SIDS:	Plgd Safety:	BSAC:
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Have you ever been convicted of breaking the law other than minor traffic violation? **Yes** **No**

If yes, give date and fully explain.

Current or Last Employer:	Address:
	Phone:
Job Title:	Supervisor's Name:
Date Employed: Date Separated:	Starting Salary: Ending Salary:
Duties:	Reason for Leaving:

Current or Last Employer:	Address:
	Phone:
Job Title:	Supervisor's Name:
Date Employed: Date Separated:	Starting Salary: Ending Salary:
Duties:	Reason for Leaving:

Current or Last Employer:	Address:
	Phone:
Job Title:	Supervisor's Name:
Date Employed: Date Separated:	Starting Salary: Ending Salary:
Duties:	Reason for Leaving:

Current or Last Employer:	Address:
	Phone:
Job Title:	Supervisor's Name:
Date Employed: Date Separated:	Starting Salary: Ending Salary:

Duties:	Reason for Leaving:
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If you have ever worked under a different name for any of the employers you have listed, what was the name?

*Give **three references** that are qualified to speak of your character and Christian service.*

Name	Address	Phone Number	Position/Relationship

SHORT ESSAYS – *Please answer ALL the following questions with as much information as possible.*

Why do you desire to work at BBEEC?

What is the best thing a parent/client can say about you?

What methods do you use to have control of your environment?

What are your strengths and weaknesses?

I understand that BBEEC does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize BBEEC to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that know me and have knowledge regarding my testimony and work record. I also authorize BBEEC to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the job.

I authorize references and my former employers to disclose to BBEEC any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release BBEEC, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to BBEEC.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as is necessary for such an investigation. I authorize BBEEC to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from BBEEC is conditioned upon the receipt of background information, including criminal background information. BBEEC may refuse employment or terminate conditional employment if it deems any background information unfavorable or to reflect adversely on BBEEC or on me as a Christian role model. I also understand that according to new regulations I may not work until my background letter is received and evaluated by BBEEC.

I understand I must submit sealed copies of all official transcripts before first day of employment and a current TB test with a negative reading (chest x-ray is required for a positive reading). BBEEC may refuse employment or terminate conditional employment if these are not provided and/or grades/courses are not satisfactory or meet qualifications for child care.

I understand that this is an open application for employment and that no offer of employment is offered at this time.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

BBEEC offers an employee discount for employee's children. If you are interested in care for your child at BBEEC, inform administration of their ages and start date.

I certify that I have carefully read and do understand the above statements.

Signature of Applicant:

Date: