



EMPLOYMENT APPLICATION

1315 W Broward Blvd.
Fort Lauderdale, FL 33312

Jack & Jill Children's Center, Inc. is an equal opportunity employer and does not discriminate based on race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, gender expression or identity, housing, public accommodations, genetic information, veteran or military status, or any other characteristic protected by law.

Name: _____ Date: _____

Address: _____

Street City State Zip Code

Phone: (Home) _____ (Cell) _____ E-mail address: _____

Position desired: _____ Date Available: _____

Are you available for () Full time () Part Time () Shift Work

Are you legally authorized to work in the U.S. for the position you are seeking? __Yes __ No

Are you at least 18 years of age or older? __Yes __ No

Have you ever been known by any other names? If so, please list:

How were you referred to Jack & Jill Children's Center?

Have you ever been employed by Jack & Jill Children's Center or have relatives who are/were employed by Jack & Jill Children's Center? If so, when/who?

Level II background Screening, your completion of an Affidavit of Good Moral Character and clearance by DCF are required prior to beginning employment at Jack & Jill Children's Center.

Responding affirmatively to the information below will not disqualify you from employment.

Have you ever been convicted of a criminal offense, had adjudication withheld or pled nolo contendere (no contest) to a crime? __Yes __No

If yes, please explain in detail on a separate piece of paper and include the date of final disposition of the case and the nature of the offense.

Have you been arrested for any crime that has not yet been adjudicated? __Yes __No

If yes, please provide details regarding the arrest on a separate piece of paper and include the nature of the offense.

EDUCATION:

High School or last grade completed:

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

College or Technical School

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

Other Schooling or Training

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

LICENSES:

List all professional licenses and certifications:

Have any of your licenses or certifications ever been suspended or revoked? ___ Yes ___ No

If yes, please explain: _____

Have you ever been disciplined by any licensing authority (whether governmental or non-governmental)?

___ Yes ___ No

If yes, please explain: _____

RECORD OF EMPLOYMENT: Describe your complete work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job-related volunteer work, if applicable. Indicate number of employees supervised. Use a separate block to describe each position or gap in employment. If needed, attach additional sheets, using the same format as on the application. All information in this section must be completed.

Employer: _____ Telephone: _____

Address: _____

Position Title: _____ Supervisor: _____

Start Date: _____ End Date: _____ Beginning Pay: _____ Ending Pay: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Telephone: _____

Address: _____

Position Title: _____ Supervisor: _____

Start Date: _____ End Date: _____ Beginning Pay: _____ Ending Pay: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Telephone: _____

Address: _____

Position Title: _____ Supervisor: _____

Start Date: _____ End Date: _____ Beginning Pay: _____ Ending Pay: _____

Duties: _____

Reason for Leaving: _____

Has any employment you have held ended involuntarily? ___ Yes ___ No

If yes, please explain _____

WORK-RELATED REFERENCES: (Do not include relatives)

Name/Occupation /Name of Business/Telephone #/Years Known

1. _____

2. _____

3. _____

4. _____

STATEMENT (Please read this statement carefully before signing): I certify that the answers and information given by me in this application and in my submitted resume and cover letter are true and correct to the best of my knowledge and understanding. I have answered each question completely. I understand that misleading or false statements or omissions on this application or in my resume and cover letter shall be grounds for my disqualification from consideration for employment or, if employed, for dismissal from employment.

I authorize verification of all statements contained in this application and in my submitted resume and cover letter. I authorize Jack & Jill Children’s Center to contact the references, licensing authorities, educational institutions, and employers listed on this application and in my resume to obtain any information concerning my previous and current employment and any pertinent information that they may have about me; and I hereby release Jack & Jill Children’s Center and any prior and current employers or references from all liability for any damage that may result from the use of such information; and I further agree not to pursue a claim against any of them for any reason arising out of or pertaining to information as provided or used.

I understand and agree that if I am hired, my employment is at will and for no definite period of time, and may be terminated by Jack & Jill Children’s Center or me at any time, with or without cause, and without any prior notice. I understand and agree that no representative of Jack & Jill Children’s Center has authority to enter into any agreement with me for employment for any specified period of time, or to waive or make any agreement to contrary to the provisions of this document, unless it is writing and signed by the Executive Director.

I understand and agree that if I am hired, I must abide by the policies and procedures of Jack & Jill Children’s Center.

I understand that any offer of employment is conditioned on my ability to produce the required documentation to verify my identity and U.S. citizen status or my legal right to work in the United States and a completed background investigation.

I certify and acknowledge that I have read the above statement and agree and understand it.

Signature of Applicant: _____ **Date Signed:** _____