

Alef-Bet Child Care, Inc.

APPLICATION FOR EMPLOYMENT: Position of _____

Alef-Bet supports and believes in promoting equal employment opportunities regardless of race, color, national origin, ethnic origin, citizenship, religious creed, gender, age, marital status, sexual orientation, or disability.

Name _____ Social Security No. _____
Address _____ City _____ State _____ Zip _____
Phone No. (____) _____ Cell Ph. No.(____) _____ E-mail _____

EDUCATION:

High School _____ Major _____ Yrs.Completed _____ Diploma/YR. _____
College _____ Major _____ Yrs.Completed _____ Diploma/YR. _____
College _____ Major _____ Yrs.Completed _____ Diploma/YR. _____
Other _____ Major _____ Yrs.Completed _____ Diploma/YR. _____

DEEC (or Equivalent) Position and Certification/License #: _____
Check here if application is being processed: _____
Check here if qualified, but not yet applied: _____

EMPLOYMENT HISTORY/PROFESSIONAL EXPERIENCE: (You may include volunteer positions if you wish)

Please list most current experience first. Attach any additional information.

Employer _____ Address _____
Job Title _____ Name of Supervisor _____
Duties _____
Phone: (____) _____ Dates of Employment: from _____ to _____
Reason for Leaving _____

Employer _____ Address _____
Job Title _____ Name of Supervisor _____
Duties _____
Phone: (____) _____ Dates of Employment: from _____ to _____
Reason for Leaving _____

PROFESSIONAL REFERENCES:

1. Name _____ Employer/Company _____
Job Title _____ Relationship to Applicant _____
Phone_(____) _____ E-mail _____
2. Name _____ Employer/Company _____
Job Title _____ Relationship to Applicant _____
Phone_(____) _____ E-mail _____
3. Name _____ Employer/Company _____
Job Title _____ Relationship to Applicant _____
Phone_(____) _____ E-mail _____

Have you reviewed the job description and are you able to perform all the duties listed as Essential Functions?

No Yes

~continued~

Are you a citizen of this country? No Yes
If you are not a citizen of this country, are you legally authorized to work here? No Yes

Have you ever been convicted of any form of child abuse? No Yes If yes, give particulars: _____

Have you ever been convicted of a felony for which a pardon has not been granted? No Yes
If yes, give particulars: _____

Have you ever been convicted of a misdemeanor within the past five years (except a first conviction for drunkenness, simple Assault, speeding, minor traffic violation, affray, or disturbance of the peace)? No Yes
If yes, give particulars: _____

An applicant for employment with a sealed record on file with the commissioner of probation may answer "no" record with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

*I understand and agree that all employment with Alef-Bet is **at-will** (meaning that it can be terminated at any time with or without cause) and that nothing in this application or any handbook creates an employment contract or term.*

In connection with this application, I consent to Alef-Bet Child Care, Inc. contacting all lawful sources including but not limited to the listed references. I understand that any omission, withholding or misrepresentation with respect to information provided in connection with my application for employment may be cause for denial or immediate termination of employment.

Date _____ Signature _____

Alef-Bet Child Care, Inc. 8 Tremont Street, Cambridge, MA 02139
Ph. (617) 547-3651 Fax (617) 576-6250 E-mail: alef-bet@msn.com

Notice to Applicants

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.