



Early Childhood Services
 650 NE A Street, Madras, OR 97741
 Phone (541) 475-3628 -- Fax (541) 475-2583
 Email: career@madrastclc.org

APPLICATION FOR EMPLOYMENT

Position(s) applying for: _____

Name _____ Date _____

Mailing Address _____

Phone/Email _____ Are you 18 years or older? Yes No

Have you ever been employed by TCLC? Yes No Date _____

Are you related to a current Board Member or employee? Yes No Name of relative _____

Are you interested in: Full Time Part Time Substitute

How did you hear of the position? _____ Date available to begin employment: _____

Education

Do you have a high school diploma or GED certificate? Yes No

College/Trade/Business/Other	Degree Awarded/Subject of focus

Employment History

Job Title	Name/Location Employer	Employed Date	Job Duties	Reason for leaving
		Start		
		End		
		Start		
		End		
		Start		
		End		

Are you bilingual? Yes No Language: _____

Special Skills/Certifications (first aid, cpr)

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References

I authorize TCLC to contact the listed company and people. TCLC will request information regarding my work history, work ethic, and other traits pertaining to the position I am applying for.

Employment References

	Company	Supervisor	Contact Information
1			
2			
3			

Personal References (May not be family members or domestic partners)

	Name	Relationship	Contact Information
1			
2			

Applicant Certification

- 1 The Children’s Learning Center is an equal opportunity employer, dedicated to a policy of non-discrimination on any basis including race, color, age, sex, religion, disability, national origin or any other protected classification. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.
- 2 Prior to starting employment each application will be required to pass a background check based on regulations through the Office of Child Care.
- 3 I release the above named facilities, previous employers, and personal references from any liability in supplying this information to TCLC.
- 4 I understand that documentation of employment eligibility for compliance with the U.S. Immigration Control and Reform Act is required at the time of hire.
- 5 I certify that the information contained in this application is correct to the best of my knowledge, and I understand that falsifications and/or omissions in any detail are grounds for disqualification from consideration for employment or if hired for dismissal from employment.
- 6 I understand and agree that nothing in this application or conveyed during any interview is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at will” and without fixed term, and, and may be terminated at any time with or without cause and without prior notice at the option of either the center or myself. I understand no promises regarding employment have been made to me.

Applicant Name (PRINT) Applicant Signature Date