



*Quality Care For Children In Your Community*

**POSITION APPLIED FOR:** \_\_\_\_\_

**DATE** \_\_\_\_\_

Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Social Security Number (last 4 only) \_\_\_\_\_

Email address \_\_\_\_\_

High School Attended \_\_\_\_\_

Diploma \_\_\_\_\_

Post-Secondary School Attended \_\_\_\_\_

Degree \_\_\_\_\_

(Copy of transcripts, including grades, from all college(s)/university(s) attended must be provided.)

<u>College/University Attended</u>	<u>Degree Awarded</u>	<u>No. of Years Attended</u>	<u>Grade Point Average</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special Skills:  
\_\_\_\_\_

Certifications and Licenses you hold:  
\_\_\_\_\_

Number of years' experience working with school age children: \_\_\_\_\_

**Jennifer Lizotte, Executive Director**  
[Theneighborhooddirector@gmail.com](mailto:Theneighborhooddirector@gmail.com)  
207-616-0855



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Please list all employment experiences within the past four years. Also, account for any gaps in employment on a separate piece of paper and attach to this application.

**EMPLOYMENT INFORMATION:**

<u>From (month/year)</u>	<u>To (month/year)</u>	<u>Position</u>	<u>Employer</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**BACKGROUND:**

Have you ever been disciplined, discharged, or asked to resign from a prior position?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been charged with or investigated for sexual abuse or harassment of another person?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a crime (other than a minor traffic offense)?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever entered a plea of guilty or “no contest” to any crime (other than a minor traffic offense?)  
Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state?  
Yes \_\_\_\_\_ No \_\_\_\_\_

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Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)?

Yes \_\_\_\_\_ No \_\_\_\_\_

\*If you have answered YES to any of the previous questions, provide full details on an additional sheet including, with respect to court actions, the date, offense in question, and the address of the court involved. Conviction or disposition of a crime is not necessarily an automatic bar to employment.

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**REFERENCES:** Please list below three persons who are not related to you who can comment on your ability, work ethic, dependability, and reliability. This application will not be considered complete until all references are received.

<u>Name</u>	<u>Position</u>	<u>Address/Email</u>	<u>Phone</u>
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\*\*\*My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities contacted in connection with my employment application to fully provide The Neighborhood Child Care Center any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against The Neighborhood Child Care Center, its agents and officials or against any provider of such information.

I give my consent to this disclosure.

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Signature

Date

**NOTE:** All application materials become the property of The Neighborhood Child Care Center. Applications will be retained for a period of 12 months from date of receipt. Providing any false or misleading information on this application or in the application or employment screening process shall be fully sufficient grounds to refuse to employ the applicant or, if the applicant has been employed, to immediately dismiss the applicant/employee.

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Please tell us about your observation...

Please share experiences you have had which demonstrate your commitment to these two aspects of the childcare process.

1) Goals to support student success

2) How to help them develop as respectful and responsible individuals.

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**The Neighborhood Child Care Center is an Equal Opportunity Employer.**

**MAINE AT-WILL EMPLOYMENT**

*Under Maine law, an at-will employee may be terminated for any reason not specifically prohibited by law. In most instances, you are an at-will employee unless you are covered by a collective bargaining agreement or other contract that limits termination. If you have questions about at-will employment, contact your human resources coordinator or the Bureau of Labor Standards.*

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**OFFICE USE ONLY:**

APPLICATION FOR CHILD CARE YOUTH LEADER CHECK LIST: The completed employment application cannot be evaluated unless all the following materials have been provided:

- Application form fully completed
- Copie(s) of transcript(s)     Copy of Maine Certification(s)
- Resume
- Gaps in employment during the past five years explained
- Response Question
- YES to any of the questions in the BACKGROUND section explained
- Three letters of reference
- Application signed

Job application revision 02/2022

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