**Northeast Kids Count, Inc**



***APPLICATION FOR EMPLOYMENT***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Last Name First Name Birth Date** | | | | | | | | | | | | | **Email Address:** | | | |
| **Street Address City/State Zip Code** | | | | | | | | | | | | | **Phone Number:** | | | |
| **If hired, can you provide evidence of legal eligibility to work in the U.S.?** | | | | | | | | | **Any offer of employment is conditioned upon completing form I-9 and providing the appropriate documents for identity and work authorization.** | | | | | | | |
| **Position Desired:**  ***Program Counselor Summer Camp Counselor***  **(Please circle one or both)** | | | | | |  | | |  | | | | | | | |
| **Have you ever been convicted of any felony for which the record has not been sealed or expunged, or do you have such a case pending?**  **Have you ever been convicted of a misdemeanor involving any violent act, use or possession of a weapon, or act of dishonesty or theft, for which the record has not been sealed or expunged, or do you have such a case pending?** | | | | | | | **If yes, when & where?**  **If yes, when & where?** | | | **If yes, state the offense or describe the conviction:** | | | | | | |
| **Date you can begin work?** | | | | | **Are you 18 years of age or older?** | | | | | | | | | | |  |
| ***Education*** | | | | | | | | | | | | | | | | |
| **Name of high school attended:** | | | | | **City & State** | | | | | **Graduate?** | | | | **GED?** |  | |
| **Name of college or technical school:** | | | | | **City & State** | | | | | **Graduate?** | | | | **Degree?** | **Major:** | |
| **Are you presently enrolled in school?** | | | | | **If yes, give name & address of school and expected degree date:** | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **List any job-related skills or accomplishments:** | | | | | | | | | | | | | | | | |
| **List any certifications held: (Examples: CPR, 1st Aid, Lifeguarding, Child Care Training & Certifications)** | | | | | | | | | | | | | | | | |
| **Age Group Preference: (Circle at least one)**   1. **Kindergarten & 1st B. 2nd & 3rd Grade C. 4th & 5th Grade** | | | | | | | | | | | | | | | | |
| **- Your Availability For Work –**  **(Program runs daily 1:30pm-5:45pm)** | | | | | | | | | | | | | | | | |
|  | **Monday** | **Tuesday** | | **Wednesday** | | | | **Thursday** | | | **Friday** | | | **Saturday** | **Sunday** | |
| **From:** |  |  | |  | | | |  | | |  | | | **x** | **x** | |
| **To:** |  |  | |  | | | |  | | |  | | | **x** | **x** | |
| **Total hours per week you are available to work:** | | | | **Do you have any special requests or needs for a work schedule?** | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **- Three References We May Contact -** | | | | | | | | | | | | | | | | |
| **Name and Occupation** | | | **How do you know them, and for how long?** | | | | | | | | | **Phone Number & email** | | | | |
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**Employment History  
List names of employers with present or last employer listed first.**

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| --- | --- |
| **Name of Employer:** | **Job Title:**  **Duties:** |
| **Address:** | **Dates of Employment:  From: To:** |
| **City, State, Zip Code** | **Hourly pay or salary:  Starting pay: Ending pay:** |
|  | **Reason for Leaving:** |
|  |  |
| **Name of Employer:** | **Job Title:**  **Duties:** |
| **Address:** | **Dates of Employment:  From: To:** |
| **City, State, Zip Code** | **Hourly pay or salary:  Starting pay: Ending pay:** |
|  | **Reason for Leaving:** |
|  |  |
| **Name of Employer:** | **Job Title:**  **Duties:** |
| **Address:** | **Dates of Employment:  From: To:** |
| **City, State, Zip Code** | **Hourly pay or salary:  Starting pay: Ending pay:** |
|  | **Reason for Leaving:** |

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| **CAREFULLY READ EACH STATEMENT BEFORE SIGNING AT THE BOTTOM**  **I certify that all of the information provided in this employment application is true and complete to the best of my knowledge, and I authorize investigation of all statements contained in this application, including a criminal background and credit history check. I understand that any false or incomplete information may disqualify me from further consideration for employment and may result in my immediate discharge if discovered at a later date. I also understand that the request for information about my convictions is a continuing request, and that I am therefore required to disclose any conviction which occurs even after I begin employment.**  **I understand and acknowledge that unless otherwise defined by applicable law or written agreement with Northeast Kids Count, Inc., any employment relationship with the Northeast Kids Count, Inc. is considered “employment at will.” This means the Employee may resign at any time and the Employer may discharge the Employee at any time, with or without cause, and with or without advance notice.**  **I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, past employers, and other organizations to provide information concerning my previous employment and other relevant information that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements and releasing such information.**  **I have read, understand, and agree to the above statements.** | |
| **Signature:** | **Date:** |

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USE THE FOLLOWING SCALE TO RATE YOURSELF FOR EACH ITEM LISTED

**1 = Excellent 2 = Average 3 = Could Improve 4 = Does Not Apply**

\_\_\_\_\_Artistic \_\_\_\_\_Responsible \_\_\_\_ Friendly

\_\_\_\_\_Problem Solver \_\_\_\_\_Motivated \_\_\_\_Out-Going

\_\_\_\_\_Work Ethic \_\_\_\_\_Take Initiative \_\_\_\_Creative

\_\_\_\_\_Flexible \_\_\_\_\_Role Model \_\_\_\_Leadership

\_\_\_\_\_Caring \_\_\_\_\_High Energy \_\_\_\_Trustworthy

\_\_\_\_\_Organized \_\_\_\_\_Athletic \_\_\_\_Patient

\_\_\_\_\_Reliable \_\_\_\_\_Planning Skills \_\_\_\_Honest

\_\_\_\_\_Social Skills \_\_\_\_\_Positive Attitude \_\_\_\_Respectful

\_\_\_\_\_Team Player \_\_\_\_\_Detail Oriented \_\_\_\_Spontaneous

\_\_\_\_\_Like Children \_\_\_\_\_Self Esteem \_\_\_\_Fun Loving

\_\_\_\_\_Common Sense \_\_\_\_\_Communication Skills \_\_\_\_Thoughtful

**TELL US ABOUT YOURSELF:**

**What is/was your college major, if any? Minor?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What do you like about working with children?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**What are your hobbies or special interests?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**List any volunteer work you have done:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Have you ever had an opportunity to plan activities or lessons for children? Explain:**

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**Additional comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**THANK YOU! ☺**

*Please Return Completed Application Form & Supplemental Resume, If Applicable, To:*

**Tracy Robbins, Director**

**Northeast Kids Count, Inc**

**P.O. Box 3874**

**Ithaca, NY 14852**

**or via electronic mail at** [**kidscountne@yahoo.com**](mailto:kidscountne@yahoo.com)