

Brookdale Christian Center Daycare  
 6030 Xerxes Ave N  
 Brooklyn Center, MN 55430  
 P: 763-561-0148



## Employment Application

For Office Use Only		
_____	_____	_____
Date Received	Wage/Salary	Start Date

### General Information

*(Required)*

<b>First Name</b>	<b>Last Name</b>	<b>Date of Birth</b>
<b>Address</b>	<b>City, State</b>	<b>Zip</b>
<b>Phone Number</b>	<b>Email</b>	
<b>Position Desired</b> <input type="checkbox"/> <i>Teacher</i> <input type="checkbox"/> <i>Asst. Teacher</i> <input type="checkbox"/> <i>Aide</i> <input type="checkbox"/> <i>Custodian</i> <input type="checkbox"/> <i>Office Staff</i>		<b>Desired Hourly Wage</b> \$
<b>Days Available to Work</b> <input type="checkbox"/> <i>Mon</i> <input type="checkbox"/> <i>Tue</i> <input type="checkbox"/> <i>Wed</i> <input type="checkbox"/> <i>Thu</i> <input type="checkbox"/> <i>Fri</i>	<b>Employment Desired</b> <input type="checkbox"/> <i>Full-time</i> <input type="checkbox"/> <i>Part-Time</i> <input type="checkbox"/> <i>On-call Sub</i>	<b>Desired Start Date</b>

### Work Authorization

*(Required)*

<b>Have you previously worked for BCCD?</b> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	<b>Are you legally authorized to work in the U.S.?</b> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	
<b>Has a government agency or court ever found that you abused, mistreated, or neglected a child?</b> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> If yes, where, and when? _____		
<b>Are you a U.S. Citizen?</b> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	<b>Social Security Number</b> _____ - _____ - _____	<b>Employment Authorization Number</b> <i>(if applicable)</i>

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**Educational Background**  
*(Required)*

<b>High School</b>		<b>Year Graduated</b>
<b>College</b>	<b>Field of Study</b>	<b>Degree</b>
<b>Did you graduate?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Year Graduated</b>	<b>Years Completed if Not Graduated</b>
<b>Other Degree or Certification</b>		<b>Issuing Organization</b>
<b>Number/ID</b>	<b>Issue Date</b>	<b>Expiration Date</b> <i>(if applicable)</i>
<b>Other Degree or Certification</b>		<b>Issuing Organization</b>
<b>Number/ID</b>	<b>Issue Date</b>	<b>Expiration Date</b> <i>(if applicable)</i>

**Other Skills, Training or Courses**

*List any skills, vocational/technical training, or completed courses relevant to the role being applied for.  
 (e.g., CPR, First Aid, etc.)*

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**Employment History**  
*(List most recent employment first)*

**Employer 1**

<b>Position Title</b>	<b>Start Date</b>	<b>End Date</b>
<b>Company</b>	<b>Company Phone</b>	
<b>Company Address</b>	<b>City, State</b>	<b>Zip</b>
<b>Job Duties/Responsibilities</b> _____ _____		
<b>Reason for Leaving</b> _____		

**Employer 2**

<b>Position Title</b>	<b>Start Date</b>	<b>End Date</b>
<b>Company</b>	<b>Company Phone</b>	
<b>Company Address</b>	<b>City, State</b>	<b>Zip</b>
<b>Job Duties/Responsibilities</b> _____ _____		
<b>Reason for Leaving</b> _____		

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**Employer 3**

<b>Position Title</b>	<b>Start Date</b>	<b>End Date</b>
<b>Company</b>	<b>Company Phone</b>	
<b>Company Address</b>	<b>City, State</b>	<b>Zip</b>
<b>Job Duties/Responsibilities</b> <hr/> <hr/>		
<b>Reason for Leaving</b> <hr/>		

**References**

*(Please list 3 professional references)*

<b>Name</b>	<b>Phone</b>	<b>Relationship</b>
<b>Name</b>	<b>Phone</b>	<b>Relationship</b>
<b>Name</b>	<b>Phone</b>	<b>Relationship</b>

*Thank you for your interest in employment at Brookdale Christian Center Daycare. You will be contacted by us in the event your skills and experience match the position applied for. Otherwise, we will keep your application and resume on file for a period should another vacancy arise.*

*BCCD does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.*

*In the meantime, we wish you all the best in your career endeavors!*

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## **Statements of Understanding**

### **Falsification of Information**

I understand that if employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the Brookdale Christian Center's (BCCD) service, whenever discovered.

### **Employer's Right to Verification**

I give BCCD the right to contact and obtain information from all references, employers, educational institutions, and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.

I also understand that if hired, I will be required to provide proof of identity and legal work authorization.

### **Right to Resignation/Termination/Assurance of Employment**

If hired, I understand that I am free to resign at any time, with or without cause, and without prior notice, and BCCD reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized representative, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized representative.

### **ADA**

I understand it is company policy not to refuse hire to a qualified individual with a disability because of the individual's need for reasonable accommodation as required by the ADA.

**I represent and warrant that I have read, and fully understand the foregoing, and seek employment under these conditions.**

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**Applicant Signature**

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**Date**

*This application is current for only 60 days, at the conclusion of this time. If I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.*