

**Application for Employment**  
**Lake Highlands Presbyterian Child Development Center**  
8525 Audelia Rd – Dallas TX - 75238 – 214.343.7103 – 214.348.2408 f – www.lhpres.org

**PERSONAL**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's Lic State & # \_\_\_\_\_

Have you ever been employed by LHP-CDC? \_\_\_\_\_ If yes, when? \_\_\_\_\_

**EDUCATION**

High School Attended \_\_\_\_\_ Graduation Date \_\_\_\_\_

College Attended \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

College Years Attended 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> (circle one) Major \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree \_\_\_\_\_

Other Training \_\_\_\_\_

First Aid Training \_\_\_\_\_ Date Completed \_\_\_\_\_

CPR Training \_\_\_\_\_ Date Completed \_\_\_\_\_

**CHILD CARE EXPERIENCE**

Teaching Experience:

Age (s) of children you worked with \_\_\_\_\_

Grades taught \_\_\_\_\_

Type of teaching environment you worked in (i.e. Child Care Center, Pre-School, Parents Day Out, Head Start, Home Child Care) \_\_\_\_\_

Describe your responsibilities while working there \_\_\_\_\_

Will you require childcare if you are employed? \_\_\_\_\_ For how many children? \_\_\_\_\_ Ages? \_\_\_\_\_

## EMPLOYMENT RECORD

List all positions you have held beginning with your present or most recent one. Include separate piece of paper if needed.

<u>Employment Date</u>	<u>Position Held</u>	<u>Employer Name &amp; Address</u>	<u>Reason left</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## REFERENCES

List three references (other than relatives) who know you personally and are willing to verify your character, ability and experience.

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Occupation \_\_\_\_\_
2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Occupation \_\_\_\_\_
3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Occupation \_\_\_\_\_