



Employment Application

An Equal Opportunity Employer

180 Otay Lakes Road, Suite 310 • Bonita, CA 91902 • (619) 427-4411
 Human Resources Fax: (619) 434-5230 • Email: careers@cdasd.org

**We appreciate your interest in employment opportunities with CDA.
 Please type or print neatly and answer ALL questions.
 Do not leave any blank spaces. If the question is not applicable to you, write "N/A."**

Date:	E-mail:	
Last Name:	First Name:	Middle:
Home Telephone:	Mobile Telephone:	
Current Address:		
City:	State:	Zip:

Employment Desired

Position(s) applying for: _____

How did you hear about us? Please check the applicable and list the referral source.

- | | |
|---|--|
| <input type="checkbox"/> Advertisement: _____
<input type="checkbox"/> Agency Website: _____
<input type="checkbox"/> Job Fair: _____
<input type="checkbox"/> School: _____ | <input type="checkbox"/> Walk-in (office or center): _____
<input type="checkbox"/> Family Member: _____
<input type="checkbox"/> Friend: _____
<input type="checkbox"/> Other: _____ |
|---|--|

Are you applying for:	Regular <i>full-time</i> work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Regular <i>part-time</i> work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Temporary work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

What days and hours are you available for work? Please specify the period(s) if applying for temporary work.

Are you available to work on weekends?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you available to work overtime, if necessary?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If position is offered, how soon can you start working?

Personal Information

Have you ever *applied for a position with* Child Development Associates before? Yes No
If yes, what position and when?

Have you ever *worked for* Child Development Associates before? Yes No
If yes, what position(s) and when?

Do you have any *friends or relatives working* for Child Development Associates? Yes No
If yes, state name(s) and relationship(s):

Why are you applying for a position at Child Development Associates?

Are you at least 18 years old? Yes No
If under 18, hire is subject to verification that you are of minimum legal age.

If hired, can you perform the essential functions of the position for which you are applying for, either with or without reasonable accommodation? Yes No
If not, describe the functions that cannot be performed:

Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a skills and agility tests and medical examination.

If hired, can you present evidence of your U.S citizenship or proof of your legal right to live and work in this country? Yes No

Are you currently employed? Yes No
If so, may we contact your current employer? Yes No

Education, Training and Experience

	Name & Address	# of years completed	Did you graduate?	Degree/Major, Course of Study, or Certificate
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/ University			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational/ Business			<input type="checkbox"/> Yes <input type="checkbox"/> No	

List employment-related education courses completed or currently enrolled

(Attach a separate sheet if necessary and transcripts):

Course Title	School	Completed or Currently Enrolled	Units

Language Skills

Do you speak, read or write *any other language(s)? (including sign language)* Yes No

If yes, what language(s)? _____

Please select the section that best describes *your proficiency* in that language:

Elementary Proficiency

Demonstrating an ability to understand basic questions and speech, but vocabulary is only large enough to communicate the most basic of needs.

Limited Working Proficiency

Ability to handle limited work requirements; can get the gist of most conversations on non-technical subjects (i.e. topics which require no specialized knowledge). Needing help in handling any complications.

Professional Working Proficiency

Ability to use the language fluently and accurately on all levels and as normally pertinent to professional needs, possessing comprehension which is quite complete for a normal rate of speech. Possesses a general vocabulary which is broad enough that he or she rarely has to search for a word.

Full Professional Proficiency

Ability to use the language fluently and accurately on all levels and as normally pertinent to professional needs, can understand and participate in any conversations within the range of own personal and professional experience with a high degree of fluency and precision of vocabulary. Makes only quite rare and minute errors of pronunciation and grammar.

Bilingual Proficiency

Demonstrates language proficiency equivalent to that of an educated native speaker.

Do you have any other experiences, training, qualifications or skills which you feel make you especially suited for work at Child Development Associates? *If so, please explain:*

List current licenses, permits or certificates of competence held:

Employment History

- List chronologically. Attach an additional sheet if necessary.
- Do not submit a resume in lieu of filling out this section.
- Begin with your *present job* and list in reverse order.
- List each promotion as a separate job.
- If temp position, list temp agency as employer along with place of employment.

Current or Latest Employment:

1. Name of Employer:

Address:

Type of Business:

Telephone #:

Job Title:

Supervisor's Name:

Duties:

Dates of Employment From:

To:

Reasons for leaving:

If any periods of time are not covered by the information from the Employment History please give dates and details:

Have you obtained any special skills or abilities as the result of service in the military?

If yes, please describe:

Yes

No

Use this section to continue your employment history or to describe in greater detail any of your experiences, activities, or education that are particularly for the position for which you are applying.

References

List below ***at least three persons not related to you*** who have knowledge of your work performances within the last three years.

Name:	
Address:	
Occupation:	
Telephone #:	Number of Years Acquainted:
Email:	

Name:	
Address:	
Occupation:	
Telephone #:	Number of Years Acquainted:
Email:	

Name:	
Address:	
Occupation:	
Telephone #:	Number of Years Acquainted:
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Please read carefully, initial each paragraph and sign below.

Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any document used to secure employment will be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment. I further authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities out of or in any way related to such investigation or disclosure.

Initials

I understand that nothing contained in the application or conveyed during any interview, which may be granted, is intended to create an employment contract between the company and myself. In addition, I understand and agree that if I am employed, my employment is at will and for no definite or determinable period. It may be terminated at any time, with or without prior notice, at the option of either the company or myself, and that no promises or representations to the foregoing are binding on the company unless made in writing and signed by the company's designated representative and myself.

Applicant's Signature: _____

Date: _____