



PERSONAL INFORMATION

Name	
Home Phone	Cell Phone
Home Address	
Email	
Social Security Number	OEC Registry Ladder Level
Position desired	Salary desired
Are you currently employed? Y N	If hired, desired start date
Have you ever applied to work at KOCO? Y N	If yes, when?

EMPLOYMENT HISTORY

Please provide information for past 5 year, or last 3 jobs, starting with current or most recent.

Start date	End date	Position/Title
Name of company		
Address of company		
Supervisor name		
Supervisor phone		
Reason for leaving		
Start date	End date	Position/Title
Name of company		
Address of company		
Supervisor name		
Supervisor phone		
Reason for leaving		
Start date	End date	Position/Title
Name of company		
Address of company		
Supervisor name		
Supervisor phone		
Reason for leaving		

EDUCATION / TRAINING / CERTIFICATIONS

High School	City/State
Major or course of study	Graduate? Y N
College	City/State
Major or course of study	Graduate? Y N
Graduate School	City/State
Major or course of study	Graduate? Y N
Military Service	
Other Training	
Certifications	

PERSONAL REFERENCES

Name	Phone
Email	Relationship
Name	Phone
Email	Relationship

Complete this statement: "I would like to work with children because..."

I authorize staff at KOCO Child Care Center to investigate all statements I have documented on this application for relevant information concerning my history. I authorize staff at KOCO Child Care Center to contact any of the above references or former employers that I have listed on this form and authorize those persons to disclose information about me to KOCO Child Care Center. I understand that misrepresentation or omission of facts called for is cause for dismissal. I understand and agree that my employment is for no definite period and may be terminated at any time without any previous notice. I authorize staff at KOCO Child Care Center to perform a background check via CT OEC BCIS.

Signature of applicant

Date

FOR OFFICE USE ONLY	
Reference Name/Contact	KOCO contact
Notes	
Reference Name/Contact	KOCO contact
Notes	
Reference Name/Contact	KOCO contact
Notes	
Date of interview	Position offered
Schedule offered	Hourly rate/ salary offereed
DOB	Door code
Notes	

It is the policy of KOCO Child Care Center not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

Executive Director
executivedirector@koco4kids.org
Janet Santos

Assistant Director
assistantdirector@koco4kids.org
Brian Barber

Opening Supervisor
Matthew Barber

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