

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

1	Company Name	Telephone ()
	Address	Employed (State Month and Year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving

2	Company Name	Telephone ()
	Address	Employed (State Month and Year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving

3	Company Name	Telephone ()
	Address	Employed (State Month and Year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving

4	Company Name	Telephone ()
	Address	Employed (State Month and Year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving

5	Company Name	Telephone ()
	Address	Employed (State Month and Year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving

<p>We may contact employers listed above unless you indicate those you do not want us to contact.</p>	<p>DO NOT CONTACT</p> <p>Employer Number(s) _____ Reason _____</p>
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REFERENCES

As a part of the job application, with our organization, please supply us with five personal references for use of background character reference. (References cannot be relatives.)

1	NAME		ADDRESS		HOME PHONE
	BUSINESS ADDRESS	BUSINESS OCCUPATION OR PROFESSION	BUSINESS PHONE	YEARS KNOWN	
2	NAME		ADDRESS		HOME PHONE
	BUSINESS ADDRESS	BUSINESS OCCUPATION OR PROFESSION	BUSINESS PHONE	YEARS KNOWN	
3	NAME		ADDRESS		HOME PHONE
	BUSINESS ADDRESS	BUSINESS OCCUPATION OR PROFESSION	BUSINESS PHONE	YEARS KNOWN	
4	NAME		ADDRESS		HOME PHONE
	BUSINESS ADDRESS	BUSINESS OCCUPATION OR PROFESSION	BUSINESS PHONE	YEARS KNOWN	
5	NAME		ADDRESS		HOME PHONE
	BUSINESS ADDRESS	BUSINESS OCCUPATION OR PROFESSION	BUSINESS PHONE	YEARS KNOWN	

EXPERIENCE SUMMARY (For clerical and administrative functions only).

- | | |
|---------------------------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Typing (wpm _____) | <input type="checkbox"/> Computers |
| <input type="checkbox"/> Word Processing Equipment
Type(s) _____ | Type(s) _____ |
| <input type="checkbox"/> Shorthand (wpm _____) | <input type="checkbox"/> Dictaphone |
| | <input type="checkbox"/> Other _____ |

Driver's License: State _____ No. _____
 Expiration Date: _____ License Plate No. _____

**In your own handwriting, state your qualifications and reasons
for desiring a position with Mooseheart.**

ADDITIONAL INQUIRIES CONCERNING EMPLOYMENT HISTORY

1. In order to permit a check of your work and education records, should we be aware of any name change or assumed name that you previously used? Yes No If "yes" identify name(s) and relevant dates.

2. Have you ever been dismissed or requested to resign from any employment? Yes No

Comments: _____

3. Have you ever been convicted of a misdemeanor or a felony? Yes No

In case of emergency notify _____

NAME

ADDRESS

PHONE NO.

Relationship to Applicant _____

APPLICANT'S STATEMENT

Please read carefully before signing

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

As part of the procedure for processing this application, I understand that an investigative report may be made, by the Company or through an agency. Information for such reports is obtained through personal interviews with third (3rd) parties such as family members, former employers, business associates, financial sources, friends, neighbors, or others who might be acquainted with me. Information sought may relate to character, previous work performance, general reputation, or personal characteristics. If such an investigation is undertaken, I have a right to obtain a copy of any investigative report furnished to the Company by making a written request to the Company or to the agency furnishing the report within a reasonable time from the date of the report.

I hereby agree to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge.

I understand that my employment is terminable-at-will, that I am not being employed for any specified time, and that this application is not intended to be a contract for continued employment. I also understand that no representative of the Company has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action, either prior to commencement of employment or after I have become employed, or to assure any benefits or terms and conditions of employment, or make any agreement contrary to the foregoing.

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

I hereby certify that all the information contained on this Application for Employment is true and complete. I authorize the Company to contact all sources necessary to verify this information. I understand that any misstatement or omission is cause for dismissal should I be employed.

Should I be employed by the Company I hereby agree, in consideration of that employment, that all inventions, improvements ideas, computer programs, applications or software (hereinafter "ideas") I conceive, make, reduce to practice, along or in combination with others, during my period of employment by the Company and for a reasonable time thereafter, whether during or outside of working hours, which relate to the business of the Company or result from tasks assigned me by the Company, shall be the property of the Company, and that I will make full and timely disclosure of all such items to the Company and in a form prescribed by the Company, and assist the Company at any time during and subsequent to my employment by it, in every lawful, proper and reasonable manner, to obtain, maintain and enforce patents, copyrights and intellectual property rights on said items, including the execution and assignment of all documents necessary thereto. I further agree to keep confidential and not to use or divulge, unless authorized to do so by the Company, all confidential information and trade secrets of the Company I obtain or become aware of as a result of my employment.

Signature of Applicant

Date

MOOSEHEART CHILD CITY EMPLOYMENT Interview Checklist

Applicant:

To help utilize your talents, please indicate by marking 1 next to your first choice of the age group you feel best equipped to work with, and a 2 next to your second choice.

_____ Infant/Toddler

_____ Pre-School/Kindergarten

_____ Elementary/Jr. High

_____ Jr./Sr. High School

Please be aware that the needs of the children come first. While every attempt will be made to assign you your first choice in regards to age, you may be assigned a population with whom Mooseheart feel your talents are better served. _____

Applicant's Initials

Please note that there may be times when you will be required to work in another residential home or in another community due to illness, vacation or staffing needs.

Applicant's Initials

I am aware that if offered employment by Mooseheart Child City and School, Inc. I must provide an official sealed college transcript by the first day of employment.

Applicant's Initials

Prescreen Interview Questions

Please complete the following questions, limiting your response to 3-5 sentences, and submit along with the completed application.

- 1. Why are you interested in employment at Mooseheart?**

- 2. How do you feel about limiting your personal time and freedom to live and work with youth?**

- 3. Tell me about your most memorable experience working with a child.**

- 4. What qualities do you feel you have to be a good role model to youth?**

- 5. How do you feel about working with youth that have behavior, learning and/or abuse issues?**

- 6. What is your philosophy on discipline?**

- 7. Where do you see yourself professionally in 5 years?**

- 8. Complete this sentence: A bad child is...**

- 9. In your opinion, what is the most important thing to remember when caring for children?**

- 10. What do you expect to gain from working at Mooseheart?**

Applicant Signature: _____ **Date:** _____