



**1110 Fairfield Avenue  
P.O. Box 25940  
Eugene, OR 97402  
541-683-7291**

Web Address: [www.eugenecreativecare.org](http://www.eugenecreativecare.org)  
Email: [creativecare.eugene@gmail.com](mailto:creativecare.eugene@gmail.com)

## EMPLOYMENT APPLICATION

### GENERAL INFORMATION

Date: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

Name: \_\_\_\_\_  
Last
First
M.I.

E-Mail: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Street Address
Apt. #

\_\_\_\_\_

City

State

Zip Code

Mailing Address: \_\_\_\_\_  
Street Address
Apt. #

\_\_\_\_\_

City

State

Zip Code

Have you submitted an application here before: YES NO

Have you ever worked for this company? YES NO

Are you employed now? YES NO  
 If so, may we contact your present employer? YES NO

### CRIMINAL HISTORY

Have you been convicted of a felony? YES NO  
 If yes, explain: \_\_\_\_\_

Have you ever been investigated for child abuse/neglect? YES NO  
 If yes, What was the outcome? \_\_\_\_\_

## VERIFIABLE EMPLOYMENT HISTORY

### EMPLOYER #1

Job Title: \_\_\_\_\_

Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Phone Number: \_(\_\_\_\_)\_\_\_\_\_ Dates of Employment: FROM \_\_\_\_\_ TO \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Brief Description of Job Duties:

\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact this employer? YES NO

### EMPLOYER #2

Job Title: \_\_\_\_\_

Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Phone Number: \_(\_\_\_\_)\_\_\_\_\_ Dates of Employment: FROM \_\_\_\_\_ TO \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Brief Description of Job Duties:

\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact this employer? YES NO

## VERIFIABLE REFERENCES

### PROFESSIONAL REFERENCE #1

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

### PROFESSIONAL REFERENCE #2

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

### PROFESSIONAL REFERENCE #3

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

## EDUCATION

**HIGH SCHOOL or GENERAL EDUCATION DIPLOMA**  
(Upon Hire, Please Provide Copy of High School Diploma or GED)

Name of School: \_\_\_\_\_ Location: (City & State): \_\_\_\_\_

(Dates of Attendance) FROM \_\_\_\_\_ TO \_\_\_\_\_ Did You Graduate? YES NO

**COLLEGE**  
(Upon Hire, Please Provide a Copy of Unofficial Transcripts)

Name of School: \_\_\_\_\_ Major: \_\_\_\_\_

Location: (City & State): \_\_\_\_\_ Dates of Attendance: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Did You Graduate? YES NO Degree(s): \_\_\_\_\_

Are You Currently Enrolled? YES NO If so, your schedule? \_\_\_\_\_

What classes have you taken that apply to child development, special education, early childhood education, teaching, or physical education?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CERTIFICATIONS & TRAINING

**EMPLOYEE REQUIREMENTS**  
(Upon Hire, Please Provide Copies of All Required Training Certificates)

Are you registered in the Criminal Background Registry? YES NO

If so, what is your R#: \_\_\_\_\_

Do you have a current Infant/Child CPR/First Aid Certification? YES NO

If so, when does it expire? \_\_\_\_\_

Do you have a current Food Handlers Certification? YES NO

If so, when does it expire? \_\_\_\_\_

Have you completed a Recognizing and Reporting Child Abuse & Neglect Training Course?

YES NO

If so, when was the date of your attendance? \_\_\_\_\_

Have you completed the Introduction to Child Care Health and Safety Training Course? YES NO

If so, when was the date of your attendance? \_\_\_\_\_

**PROFESSIONAL DEVELOPMENT**  
(Upon Hire, Please Provide Copies of All Training Certificates)

What professional trainings have you taken and/or skills and strengths have you developed that you feel qualifies you to work with children ages 6 weeks to 12 years of age?

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Please check the age group(s) you have worked with in a paid teaching position (please do not count volunteer work):

- Infants (6 wks. – 23 months)
- Toddlers (24 – 36 months)
- Preschool (36 months – 5 years)
- School Age (5 – 12 years)

What age group do you most enjoy working with and why?

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**DISCLAIMER AND SIGNATURE**

I certify that the information on this application and its supporting documents are accurate and complete to the best of my knowledge. I understand and agree that failure to fully complete this form, any misrepresentation, or omission of facts represents grounds for elimination from consideration for employment or termination after employment if discovered at a later date.

I authorize Eugene Creative Care to investigate all statements of fact contained in this application for employment and to contact any and all parties as necessary in arriving at an employment decision. I hereby release and hold harmless Eugene Creative Care, its representatives, and anyone contacted during this verification process from liability for any possible resulting damages.

I understand that this application is not - and is not intended to be – a contract of employment. I also understand that I will financially be responsible if an FBI Criminal Background Check with Fingerprint Clearance is necessary to establish clearance (which typically occurs when applicants reside out of the state within the last 18 months of application date).

I understand, if employed, I will be required to furnish proof of eligibility to work in the United States and to comply with company and departmental regulations, to include providing documentation of my qualifications and credentials for the position I am hired for.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature  
(if under 18): \_\_\_\_\_ Date: \_\_\_\_\_

# Central Background Registry Instructions

Please Complete the Online Application at:

<https://oregonearlylearning.com/providers-educators/providers-educatorscbr/#apply1>

This process will cost you **\$35.00**

They will mail you fingerprinting instructions on how to set up an appointment

Fingerprinting cost will be an additional  
**\$12.50**

\*\* Fingerprinting is mandatory for all initial AND renewing applicants. Due to processing time, delays in hire dates will apply. Renewal applicants should apply at least (1) month in advance of your expiration date to avoid disruption in employment status. \*\*