



1501 LEHIGH STREET, SUITE 208, ALLENTOWN, PA 18103
 610-820-5333/610-820-5338 (FAX) WWW.LVCCONLINE.ORG

EMPLOYMENT APPLICATION

POSITION APPLYING FOR: _____

HOW DID YOU HEAR ABOUT US? _____

NAME (PRINT)	LAST	FIRST	MIDDLE
ADDRESS (NO., STREET, CITY, STATE, ZIP)			
PHONE #	CELL #	EMAIL	
PREVIOUS LVCC EMPLOYEE?	IF YES, WHERE?	WHEN	

EMPLOYMENT HISTORY

NAME & ADDRESS OF EMPLOYER	DATE STARTED	DATE LEFT	POSITION	RATE OF PAY	REASON FOR LEAVING

SUMMARIZE PREVIOUS WORK EXPERIENCE, SKILLS OR TRAINING (INCLUDE EXPERIENCE IN THE MILITARY AND CERTIFICATIONS)

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	CITY & STATE	GRADE OR HOURS COMPLETED	DEGREE OR DIPLOMA
HIGH SCHOOL				
COLLEGE OR UNIVERSITY				

OTHER (TRADE OR BUSINESS SCHOOL, ONLINE SCHOOL, SPECIALIZE MILITARY TRAINING, ETC.)

I AM AVAILABLE TO WORK IN:	ALLENTOWN AREA	BETHLEHEM AREA	EASTON AREA
PREFERRED AREA:	INFANTS	TODDLERS	PRESCHOOL
	KINDERGARTEN	SCHOOL AGE	ADM. OFFICE

TRAININGS/CERTIFICATIONS RELEVANT TO POSITION	
REFERENCES (DO NOT LIST RELATIVES)	
1. NAME: ADDRESS:	OCCUPATION OR POSITION: TELEPHONE NUMBER:
2. NAME: ADDRESS:	OCCUPATION OR POSITION: TELEPHONE NUMBER
3. NAME: ADDRESS:	OCCUPATION OR POSITION: TELEPHONE NUMBER

PLEASE PROVIDE US WITH ADDITIONAL INFORMATION YOU WANT US TO CONSIDER:

I AUTHORIZE LEHIGH VALLEY CHILDREN'S CENTERS, INC. TO CHECK REFERENCES LISTED, CONTACT FORMER EMPLOYERS AND INVESTIGATE STATEMENTS CONTAINED IN THIS APPLICATION AFTER AN OFFER HAS BEEN MADE OR WITH YOUR WRITTEN PERMISSION IF NEEDED PRIOR. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS WILL RESULT IN NON-HIRE OR DISMISSAL.

I UNDERSTAND THAT ANY OFFER OF EMPLOYMENT IS CONTINGENT UPON MY SUCCESSFUL COMPLETION OF LVCC'S PRE-EMPLOYMENT PROCESS WHICH MAY INCLUDE BACKGROUND CHECKS AND A PRE-EMPLOYMENT PHYSICAL WITH TB SCREENING. I ALSO UNDERSTAND THAT EMPLOYEES WHO ARE IN DIRECT CONTACT WITH CHILDREN ARE REQUIRED TO HAVE A PHYSICAL EXAMINATION AND/OR TB SCREENING PRIOR TO EMPLOYMENT AND EVERY YEAR THEREAFTER.

I HEREBY AUTHORIZE LEHIGH VALLEY CHILDREN'S CENTERS, INC TO PROCURE INFORMATION TO EVALUATE MY APPLICATION FOR EMPLOYMENT INCLUDING CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS AND CRIMINAL BACKGROUND. THE REPORT MAY BE COMPILED WITH INFORMATION FROM COURT RECORD REPOSITORIES, GOVERNMENTAL LICENSING OR REGISTRATION ENTITIES OR OTHER AGENCIES THAT PROVIDE SUCH INFORMATION.

I AM AWARE THAT I HAVE THE RIGHT TO REQUEST A COMPLETE AND ACCURATE DISCLOSURE OF THE NATURE AND SCOPE OF THE BACKGROUND VERIFICATION.

DATE: _____

SIGNATURE: _____

LEHIGH VALLEY CHILDREN'S CENTERS, INC. IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDES A DRUG & SMOKE FREE WORKPLACE FOR ALL EMPLOYEES.