

# Kids Junction

8084 Watts Road, Madison, WI 53719  
608.827.5437

## EMPLOYMENT APPLICATION

**INSTRUCTIONS:** Please answer *all* questions and sign. When completing, **do not** identify race, color, gender, age, national origin, citizenship, religion or provide any extraneous information, such as union affiliation, if any. Please print all responses and information plainly and clearly. Kids Junction will consider all applicants without discrimination on any basis prohibited by law and is an equal employment opportunity employer.

### PERSONAL

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street

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

Is this your permanent address? Yes \_\_\_ No \_\_\_

If "No," give your permanent address: Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street  
City State Zip: \_\_\_\_\_

Are you 18 years of age or older? Yes \_\_\_ No \_\_\_ If not, do you have a work permit? Yes \_\_\_ No \_\_\_

Are you related to or do you live with anyone who works or worked at Kids Junction? Yes \_\_\_ No \_\_\_

If yes, who (please provide full name and position, if known): \_\_\_\_\_

Have you ever worked for Kids Junction before? Yes \_\_\_ No \_\_\_ If yes, when? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of last supervisor at Kids Junction: \_\_\_\_\_

Have you ever applied for work with Kids Junction before? Yes \_\_\_ No \_\_\_ If yes, when? \_\_\_\_\_

Are there any periods during the year during which you will not be available to work because of other commitments? For example, semester breaks, summers? Yes \_\_\_ No \_\_\_

If yes, please list such periods: \_\_\_\_\_  
\_\_\_\_\_

### KIND OF WORK DESIRED

What job or position are you seeking? \_\_\_\_\_ Pay rate you are expecting? \_\_\_\_\_

Are you seeking a full-time or part-time position? \_\_\_\_\_ Date you can start: \_\_\_\_\_

Who referred you to Kids Junction? \_\_\_ Employment Agency \_\_\_ Friend \_\_\_ Walked In \_\_\_ Newspaper  
\_\_\_ Advertisement \_\_\_ State Employment Office \_\_\_ Other

Attached to this application is a list of the essential functions of the job or jobs for which you may be considered. Is there any reason you cannot perform these job duties? Yes \_\_\_\_ No \_\_\_\_

If your answer is yes, please describe anything we might do to make it possible for you to perform these job duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY**

**Last Employer:**

Company Name: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City State Zip  
Job Title: \_\_\_\_\_  
Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_  
Reason for leaving or desiring change: \_\_\_\_\_  
Immediate Supervisor (name and position): \_\_\_\_\_  
Describe duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_

**Previous Employer:**

Company Name: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City State Zip  
Job Title: \_\_\_\_\_  
Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_  
Reason for leaving or desiring change: \_\_\_\_\_  
Immediate Supervisor (name and position): \_\_\_\_\_  
Describe duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_

**Previous Employer:**

Company Name: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City State Zip  
Job Title: \_\_\_\_\_  
Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_  
Reason for leaving or desiring change: \_\_\_\_\_  
Immediate Supervisor (name and position): \_\_\_\_\_  
Describe duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_

**Previous Employer:**

Company Name: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City State Zip  
Job Title: \_\_\_\_\_  
Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_  
Reason for leaving or desiring change: \_\_\_\_\_  
Immediate Supervisor (name and position): \_\_\_\_\_  
Describe duties and responsibilities: \_\_\_\_\_  
May we contact the employers listed above? Yes \_\_\_\_ No \_\_\_\_ If not, indicate which employer(s) you would wish we do not contact, and explain why: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been fired from any employment or been disciplined for conduct connected to work? Yes \_\_\_\_ No \_\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been disciplined for not following instructions or not getting along with co-workers? If yes, please explain.  
\_\_\_\_\_  
\_\_\_\_\_

### EDUCATION/SKILLS

High School: \_\_\_\_\_  
Name City State

Did you graduate? Yes \_\_\_\_ No \_\_\_\_

#### Other schools attended (post high school)

\_\_\_\_\_  
Name City State  
Dates of attendance: \_\_\_\_\_ Did you receive a degree? Yes \_\_\_\_ No \_\_\_\_ When? \_\_\_\_\_  
Area of study/type of degree? \_\_\_\_\_

\_\_\_\_\_  
Name City State  
Dates of attendance: \_\_\_\_\_ Did you receive a degree? Yes \_\_\_\_ No \_\_\_\_ When? \_\_\_\_\_  
Area of study/type of degree? \_\_\_\_\_

\_\_\_\_\_  
Name City State  
Dates of attendance: \_\_\_\_\_ Did you receive a degree? Yes \_\_\_\_ No \_\_\_\_ When? \_\_\_\_\_  
Area of study/type of degree? \_\_\_\_\_

#### Child Care/Education

Please list all child care or child education courses or school work that you have taken (not including any taken as part of a high school curriculum): \_\_\_\_\_  
\_\_\_\_\_

### OTHER BACKGROUND

Describe any training or experience you have that you believe qualifies you for the job you seek: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any equipment you have worked with or operated in prior jobs that you believe is beneficial to you for the job for which you are applying: \_\_\_\_\_  
\_\_\_\_\_

Do you have a license or certificate to work at any occupation or job? Yes \_\_\_\_ No \_\_\_\_ If yes, what sort of license or certificate do you hold? \_\_\_\_\_ When did you receive it? \_\_\_\_\_

Are you out on bail, probation or subject to any parole conditions? Yes \_\_\_\_ No \_\_\_\_

If Yes, please explain fully, including parole and/or probation restrictions or conditions: \_\_\_\_\_

Ever convicted of or pled guilty to a crime (not including convictions where records have been expunged)? Yes \_\_\_\_ No \_\_\_\_

If Yes, please identify the crime(s) for which you were convicted, date of conviction, and the state and county where convicted: \_\_\_\_\_

Have you ever used a name other than the one on this application? Yes \_\_\_\_ No \_\_\_\_

If yes, what name, when, and where: \_\_\_\_\_

How long do you plan on working for Kids Junction if employed? \_\_\_\_\_

**PERSONAL REFERENCES (should not be former employers or relatives)**

\_\_\_\_\_  
Name/Occupation Address/Phone Years Acquainted

\_\_\_\_\_  
Name/Occupation Address/Phone Years Acquainted

\_\_\_\_\_  
Name/Occupation Address/Phone Years Acquainted

**PLEASE READ AND SIGN BELOW**

I certify that the information on this application is complete, true, and correct. I understand that any misrepresentation or omission of a fact or information sought on this application may result in my application not being considered or my employment, if hired, being immediately terminated. I also authorize Kids Junction to check the references and statements on this application, agree to cooperate with such an investigation, and release it and anyone furnishing information from all liability or damage to me related to the information provided.

I understand that job offers with Kids Junction may be contingent on successfully passing a physical examination and/or drug screen.

I further understand that Kids Junction is an "at-will" employer. That means either I or Kids Junction may terminate the employment relationship, with or without notice, for any reason or no reason at any time. The at-will relationship may not be modified by oral or written statements by anyone at Kids Junction, except by the President acting through signed written agreement.

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

Applications are considered active for 180 days. Submission/receipt of an application does not mean that Kids Junction currently has a job position available.

Test(s) given \_\_\_\_\_

Date \_\_\_\_\_ Results \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Interview Notes and Comments

Name of Interviewer(s): \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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