



Name of Candidate: \_\_\_\_\_

**POSITION INTEREST**

Position(s) sought: \_\_\_\_\_

Date available to work: \_\_\_\_\_

Type of employment sought (check all that apply):  Full Time  Part Time  Fee for Service  
 Substitute  Summer  Volunteer  Intern

Minimum salary requirements: \$ \_\_\_\_\_ Per: \_\_\_\_\_  
(specify amount) (specify period)

**EMPLOYMENT HISTORY**

Have you ever applied here before?  Yes  No If yes, when? \_\_\_\_\_

Have you been previously employed by Cape Cod Child Development?  Yes  No  
If yes, when? \_\_\_\_\_ Position: \_\_\_\_\_

List any relatives currently working for Cape Cod Child Development: \_\_\_\_\_

List other people you know who work here: \_\_\_\_\_

**Starting with current or most recent job first, list all employment. You may include volunteer work if you wish.**

**(Most recent position)**

**Dates worked:** From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Salary History: Starting: \$ \_\_\_\_\_ Ending: \$ \_\_\_\_\_ Per: \_\_\_\_\_  
Agency / Company Name & Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Job Duties \_\_\_\_\_

**Dates worked:** From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Salary History: Starting: \$ \_\_\_\_\_ Ending: \$ \_\_\_\_\_ Per: \_\_\_\_\_  
Agency / Company Name & Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Job Duties \_\_\_\_\_

**Dates worked:** From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Salary History: Starting: \$ \_\_\_\_\_ Ending: \$ \_\_\_\_\_ Per: \_\_\_\_\_  
Agency / Company Name & Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Job Duties \_\_\_\_\_

**Dates worked:** From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Salary History: Starting: \$ \_\_\_\_\_ Ending: \$ \_\_\_\_\_ Per: \_\_\_\_\_  
Agency / Company Name & Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Job Duties \_\_\_\_\_

Name of Candidate \_\_\_\_\_

**SKILL INFORMATION** (Check Appropriate Areas and SPECIFY skills)

Clinical Skills: \_\_\_\_\_  Language Skills: \_\_\_\_\_

Direct Care Experience: \_\_\_\_\_  Supervisory/Management Skills: \_\_\_\_\_

Computer/Office/Administrative Skills: \_\_\_\_\_

Other Skills: \_\_\_\_\_

**PROFESSIONAL CERTIFICATION(S) AND LICENSE(S)**

Indicate states where currently certified/licensed and type of certification(s)/license(s): \_\_\_\_\_

Have you ever had a certification or license suspended, revoked, or terminated?  No  Yes

If Yes, Explain \_\_\_\_\_

**SECURITY INFORMATION**

An applicant for employment in Massachusetts with a sealed record on file with the Commissioner of Probation may answer “no record” to an inquiry about prior convictions of a crime. In addition, an applicant for employment may answer “no record” to an inquiry relative to all cases of delinquency or as a “child-in-need-of services” for which no criminal prosecution resulted. An applicant for employment may also answer “no record” with respect to any finding of non-support in a DSS 51B report or to any finding of abuse or neglect by DSS that was overturned on appeal.

Have You Ever Been Convicted of a Felony?  Yes  No/No Record

If Yes, Explain: \_\_\_\_\_

Have You Been Convicted of a Misdemeanor Within the Past 5 Years? (Applicants for employment should not include a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.)  Yes  No/No Record

If Yes, Explain: \_\_\_\_\_

Have you ever been found responsible for the abuse or neglect of a child by the Massachusetts Department of Social Services pursuant to G.L. Chapter 119, Sections 51A and 51B?  Yes

No/No Record

If Yes, Explain: \_\_\_\_\_

Have you ever been found responsible for the abuse or neglect of a child by any state, county, municipal, or federal authority?  Yes  No/No Record

If Yes, Explain: \_\_\_\_\_

Have you ever had any civil judgment, restraining order, or other court order entered against you resulting from allegations of domestic abuse, child abuse or neglect, assault, battery, harassment, stalking, or other threatening behavior toward other people?  Yes  No

If Yes, Explain: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

**REFERENCES**

If currently employed, I hereby authorize Cape Cod Child Development to contact my present employer:

- IMMEDIATELY     AFTER CONTINGENT OFFER OF EMPLOYMENT

In the space provided below, please provide at least three business/professional references. Please do not list relatives. All of your references should be individuals for whom you have worked directly, and to whom you are not related. If you have no prior work history, you may provide personal references.

	Name/Agency or Company	Title	Phone Number	Working Relationship
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____

**PLEASE READ CAREFULLY**

**Criminal and DSS Records.** CCCD will perform a Criminal Offense Record Inquiry (CORI) and a DSS Background Check on prospective employees. All offers of employment are conditional on CCCD’s determination that records are satisfactory in accordance with Massachusetts regulations. CORI and DSS Background Check information may be used by a criminal justice official, qualified mental health professional, CCCD’s CORI Reviewer, or Department of Early Education and Care /Department of Public Health personnel. This application will not be considered complete until you sign a separate, Consent for Criminal Records and DSS Background Check form.

**Pre-Employment Drug Testing and Medical Information.** Some offers of employment are conditional upon a satisfactory physical examination and/or pre-employment drug test, where required. **Lie Detector Tests.** It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

**References and Record Verification.** Any and all information provided by the applicant during the hiring/applicant screening process is subject to verification by CCCD. CCCD and/or its agent(s) will take whatever steps deemed necessary to contact current and previous employers, individuals listed as references, other individuals, schools and/or licensing authorities to provide information and/or to verify or clarify information provided.

**Acceptance of Application.** This application is not a contract of employment. Acceptance of this application by CCCD does not imply that the applicant will be employed. The hiring/screening process is not complete until all required documents and verifications have been completed, received, and reviewed. Any offer of employment is contingent upon completion of the hiring/screening process.

**CERTIFICATION AND AUTHORIZATION**

I have read and understand the information above. I certify that the information in this application and in any other materials provided by me is true, correct, and complete. I understand that any falsification, misrepresentation, omission or withholding of information during the hiring/screening process will result in the rejection of my application or my discharge from employment, if employed.

I authorize Cape Cod Child Development or its authorized agents/contractors to make inquiries of any persons or organizations about my work or educational history, and to verify the information contained in this application and any supporting materials, none of which will be returned to me. I authorize all previous employers or other persons who have knowledge of me or my records to release such information to Cape Cod Child Development. I hereby release any individual, agency or organization from all liability in responding to CCCD in connection with my application, and release Cape Cod Child Development from all liability with respect to any inquiries.

I understand that no verbal promises or guarantees relating to employment are binding upon Cape Cod Child Development, and that, if employed, I will be an employee “at will”, which means that both CCCD and I will be free to terminate my employment at any time, with or without cause or notice, unless there is an applicable union contract provision. If I am employed, I agree to abide by Cape Cod Child Development’s policies, rules, and procedures, and any changes thereto. I further understand that there are continuing conditions of employment that may require physical exams, drug or alcohol tests, verifications of safe driving records, checks for valid and current licenses or certifications or other employment-related verifications which may occur at any time prior to, or during my employment. I consent to a Criminal Offense Record Inquiry (CORI) and to a DSS Background Check, and if employed I consent to further CORI’s and DSS Background Checks during the course of my employment with Cape Cod Child Development.

My signature certifies that I understand and agree with the paragraphs above.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_