



SUM Child Development, Inc.
Application for Employment

Central Office
 14 South 11th St., Mifflinburg, PA 17844
 570.966.2845
www.sumcd.org

Snyder Union Mifflin (SUM) Child Development, Inc. will provide reasonable accommodations for qualified individuals with disabilities. Additionally, an applicant with a disability who needs an accommodation during the application or interviewing process should request such an accommodation.

SUM Child Development, Inc. is an equal opportunity employer and provides equal opportunity without regard to race, color, gender, gender identity, gender expression, sexual orientation, age, religion, national or ethnic origin, marital status, veteran status or disability in admissions, employment, and in all of its educational programs and activities, as required by law and SUM Child Development policies.

POSITION APPLYING FOR _____

NAME _____ **DATE** _____

ADDRESS _____

TELEPHONE _____ **E-MAIL** _____

EMPLOYMENT HISTORY Please list most recent employment first; include current employment.

NAME/ADDRESS OF EMPLOYER	DATES OF EMPLOYMENT	REASON FOR LEAVING
Position:	SUPERVISOR:	

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NAME/ADDRESS OF EMPLOYER	DATES OF EMPLOYMENT	REASON FOR LEAVING
Position:	SUPERVISOR:	

EDUCATION HISTORY

Highest level (or grade) of education you have completed? _____

HIGH SCHOOL, COLLEGE OR OTHER

YEARS COMPLETED

COURSE OF STUDY (majors and degrees)

INFORMATION NEEDED FOR EMPLOYMENT CONSIDERATION

1. Do you have a vehicle to use on the job? _____

2. Have your children ever been in a SUM Child Development Program?

_____ If yes, which program?

_____ Head Start _____ Early Head Start _____ Child Care _____ OTHER

3. Have you ever worked for SUM Child Development before? _____ Yes _____ No

If yes, answer the following:

Position: _____ Dates of employment: _____ to _____

Position: _____ Dates of employment: _____ to _____

4. **Professional References:** Please list the names of three persons familiar with your character, ability, or education for more than 1 year. Do not include friends or relatives.

NAME, ADDRESS, EMAIL, PHONE NUMBER

OCCUPATION

PROFESSIONAL RELATIONSHIP TO
APPLICANT

1.		
2.		
3.		

Please specify any restrictions regarding contacting your current employer:

5. List any other experiences not previously listed, such as volunteer work, that are relevant to the position for which you are applying:

6. Why are you interested in working for SUM Child Development, Inc.?

CONDITION OF APPLICATION FOR EMPLOYMENT AT SUM Child Development, Inc.

Please read the following statements carefully before signing below. Your signature indicates your acceptance of the terms stated.

I UNDERSTAND THAT:

1. Any false or incomplete information in my application may be reason for denying employment, or if employed, termination from employment.
2. SUM Child Development, Inc. may contact my former employers and professional references to determine any acceptability for employment. I release anyone who provides information and SUM Child Development from any and all liability and responsibility by reason of their so doing.
3. If I am selected for a position, I am aware that by law I must apply for and receive a clearance check from the Pennsylvania State Police, FBI, and from the Pennsylvania Department of Public Welfare, the child abuse state registry. Application must be made at time of acceptance of job offer.
4. All new employees beginning employment 1/1/86 or later must abide by PA ACT 33, amended by ACT 80, and any future amendments.
5. I further understand that this is an application for employment and that no employment contract is being offered.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

Signature

Date

FEDERAL POLICIES REQUIRE THAT HEAD START/CHILD CARE AGENCIES REQUIRE ALL PROSPECTIVE EMPLOYEES TO SIGN A DECLARATION PRIOR TO EMPLOYMENT THAT LISTS:

- All pending and prior criminal arrests and charges related to child sexual abuse and their disposition.
- Convictions related to other forms of child abuse and/or neglect, and
- All convictions of violent felonies.

This declaration shall exclude:

- Any arrest and convictions prior to age 18, except arrests and convictions for child sexual abuse and violent felonies, the latter which must be reported.
- Any convictions for which court records have been expunged.
- Any conviction set aside under the Federal Youth Corrections Act or similar state authority.

STATE LAW, ACT 80, WHICH AMENDED ACT 33, PROHIBITS HIRING ANY INDIVIDUAL WHO HAS EVER BEEN CONVICTED OF ANY OF THE FOLLOWING CRIMES:

Criminal homicide
Aggravated assault
Harassment
Kidnapping
Unlawful restraint
Rape
Statutory rape
Deviate sexual intercourse
Aggravated indecent assault

Indecent assault
Indecent exposure
Concealing death of child born out of wedlock
Endangering welfare of children
Dealing in infant children
Prostitution and related offenses
Obscene and other sexual material
Corruption of minors
Sexual abuse of children

ACT 80 ALSO PROHIBITS HIRING ANY INDIVIDUAL WHO HAS A FOUNDED CASE OF ABUSE LODGED AGAINST THEM ON THE DEPARTMENT OF PUBLIC WELFARE STATE CHILD ABUSE REGISTRY DURING THE LAST 5 YEARS.

If the information above DOES NOT apply to you, please sign the declaration below:

I HAVE NOT BEEN ARRESTED, CHARGED, AND/OR CONVICTED OF ONE OR MORE OF THE FEDERAL CRIMINAL SITUATIONS DESCRIBED IN THE FEDERAL POLICY STATEMENT, AND I HAVE NEVER BEEN CONVICTED OF ANY OF THE CRIMES IN THE LAST 5 YEARS LISTED IN ACT 80, AND I AM NOT LISTED ON THE STATE CHILD ABUSE REGISTRY WITH A CASE OF FOUNDED ABUSE IN THE LAST 5 YEARS.

Applicant's Signature

Date

If the information DOES apply to you, please sign the declaration below and complete the following listing the information requested:

I HAVE BEEN ARRESTED, CHARGED, AND/OR CONVICTED OF ONE OR MORE OF THE FEDERAL CRIMINAL SITUATIONS DESCRIBED IN THE FEDERAL POLICY STATEMENT, AND/OR I HAVE BEEN CONVICTED OF ONE OR MORE OF THE CRIMES IN THE LAST 5 YEARS LISTED IN ACT 80, AND/OR I AM LISTED ON THE STATE CHILD ABUSE REGISTRY WITH A CASE OF FOUNDED ABUSE IN THE LAST 5 YEARS. CHECK WHICH IS APPLICABLE.

Applicant's Signature

Date

FEDERAL POLICY INFORMATION

List all pending and prior criminal arrests and charges related to child sexual abuse and their disposition, including convictions related to other forms of child abuse and/or neglect, and all convictions of violent felonies.

ACT 80 INFORMATION

List convictions of crimes listed in ACT 80, including dates and dispositions. List the date of the child abuse registry information.

I UNDERSTAND THAT MY EMPLOYMENT MAY BE TERMINATED IF I HAVE BEEN NAMED AS THE PERPETRATOR OF A FOUNDED REPORT OF CHILD ABUSE LONGER THAN 5 YEARS AGO OR THE PERPETRATOR OF AN INDICATED REPORT OF CHILD ABUSE.

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Applicant's Signature

Date