



APPLICATION FOR EMPLOYMENT

5 Odana Court, Madison, WI 53719  
phone 608-271-9181 fax 608-271-5380  
[www.4-C.org](http://www.4-C.org) [info@4-C.org](mailto:info@4-C.org)

AN EQUAL OPPORTUNITY EMPLOYER

PLEASE PRINT

**I. POSITION INFORMATION**

Position applied for \_\_\_\_\_ Date of application \_\_\_\_\_

Type of employment desired  Full-time  Part-time  Temporary Date available \_\_\_\_\_

**II. GENERAL INFORMATION**

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street Apt #  
\_\_\_\_\_  
City State Zip

Cell phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Home Email \_\_\_\_\_ Work Email \_\_\_\_\_

Where do you prefer to be contacted (check all preferred)  cell  home  work  home email  work email

Have you filed an application with us in the past?  yes  no If yes, give dates \_\_\_\_\_

Have you been employed by us in the past?  yes  no If yes, give dates \_\_\_\_\_

Are you legally eligible for employment in this country?  yes  no  
(Proof of U.S. Citizenship or Immigration status will be required upon employment.)

A criminal records background check is required prior to final approval of any offer.

Have you been convicted of a felony in the last 7 years?  yes  no

If yes, please explain \_\_\_\_\_

Do you possess a valid Wisconsin Driver's license?  yes  no

Do you have a vehicle available for your use on a daily basis?  yes  no

### III. EDUCATIONAL BACKGROUND

List all college and university experiences. Include High School if relevant.

Name and location of Institution	Years attended	Degree	Major/ Minor	# Credits

### IV. EMPLOYMENT HISTORY

List your prior employers, assignments or volunteer activities starting with the most recent, including military experience. Explain any gaps in comment section below.

Employer	Dates employed From                      To
Address	Phone
Job title	Salary/ hourly rate
Immediate supervisor and title	May we contact for reference <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> later
Reason for leaving	
Summarize job responsibilities	

Employer	Dates employed From                      To
Address	Phone
Job title	Salary/ hourly rate
Immediate supervisor and title	May we contact for reference <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> later
Reason for leaving	
Summarize job responsibilities	

Employer	Dates employed From                      To
Address	Phone
Job title	Salary/ hourly rate
Immediate supervisor and title	May we contact for reference <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> later
Reason for leaving	
Summarize job responsibilities	

**EMPLOYMENT HISTORY CONTINUED**

Employer	Dates employed From _____ To _____
Address	Phone
Job title	Salary/ hourly rate
Immediate supervisor and title	May we contact for reference <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> later
Reason for leaving	
Summarize job responsibilities	

Employer	Dates employed From _____ To _____
Address	Phone
Job title	Salary/ hourly rate
Immediate supervisor and title	May we contact for reference <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> later
Reason for leaving	
Summarize job responsibilities	

Comments
----------

**V. REFERENCES**

List name and telephone number (including area code) of 3 business/work references that are not related to you and are not listed as your supervisor in part I.

Name	Phone number	Relationship/ years known

**VI. SKILLS AND QUALIFICATIONS**

Summarize your knowledge and experience with technology.

--

List all languages, other than English, that you are fluent in and describe level of fluency.

Language	Description of fluency

Summarize any other skills, special training, licenses and/or characteristics related to the position you are applying for:

--

List special accomplishments, publications, awards and such.

--

List professional, trade, business or civic associations of which you are a member.


**VII. CERTIFICATION OF FACTS**

I certify that the information I am providing is true and complete. I understand that if I have misrepresented or omitted relevant information, it may disqualify me for employment or be grounds for dismissal. I further understand that employment with Community Coordinated Child Care, Inc. is subject to a satisfactory investigation of my background, including the information herein. If employed I will comply with all the organization's rules and regulations. I understand that either Community Coordinated Child Care, Inc or I can terminate, with or without cause and/or notice, my employment at any time.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_



## Civil Rights & Affirmative Action Reporting Form

Completion of this form is **voluntary** for all applicants. Information collected on this form will be used **only** for the purpose of reporting the organization's status to the government and other funders. It is not used in any decisions regarding hiring, promotion, pay or benefits. 4-C is an Affirmative Action/ Equal Employment Opportunity Employer.

Name \_\_\_\_\_

Gender

\_\_\_\_\_ Male  
\_\_\_\_\_ Female

Race or Ethnicity (please check all that apply)

\_\_\_\_\_ African American or Black  
\_\_\_\_\_ Alaskan Native  
\_\_\_\_\_ American Indian or Native American  
\_\_\_\_\_ Asian  
\_\_\_\_\_ Caucasian or White  
\_\_\_\_\_ Hispanic or Latina/o  
\_\_\_\_\_ Pacific Islander  
\_\_\_\_\_ Other (please specify)

\_\_\_\_\_

Disability

Do you consider yourself to have a disability?  
\_\_\_\_\_ Yes  
\_\_\_\_\_ No

If you will need accommodations in order to apply, please contact the Business Manager at 271-9181 or [Rebecca.strome@4-c.org](mailto:Rebecca.strome@4-c.org).

Will you need accommodations during the hiring process (which may include interviews and/or testing)?

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

If yes, please describe the accommodation you will need.

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

Other

How did you learn about this position?

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