

# BORNHAVA

Specialized Early Childhood Center of WNY, Inc. 25 Chateau Terrace Amherst, NY 14226  
(716) 839-1655 FAX (716) 839-1656

## Employment Application

Date \_\_\_\_\_

Name: \_\_\_\_\_  
Last First M.I. Maiden Name

Address: \_\_\_\_\_  
Number & Street Apartment/Unit #

City State ZIP Code

Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Sub: \_\_\_\_\_

Available When: \_\_\_\_\_ Social Security # \_\_\_\_\_

Are you a citizen of the United States? Yes  No  If no, are you authorized to work in the U.S. Yes  No

Have you ever worked for Bornhava Yes  No  If so, when? \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No  If so, please explain \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Location: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Major Field of Study: \_\_\_\_\_ Degree: \_\_\_\_\_

College: \_\_\_\_\_ Location: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Major Field of Study: \_\_\_\_\_ Degree: \_\_\_\_\_

Graduate Work: \_\_\_\_\_ Location: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Major Field of Study: \_\_\_\_\_ Degree: \_\_\_\_\_

Are your assembled credentials available? \_\_\_\_\_

Do you now hold a valid New York State Teaching Certificate? \_\_\_\_\_

Type of Certificate? \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Other Education or Training (Specify): \_\_\_\_\_

## References

Please list three professional references:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_ (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_ (\_\_\_\_) \_\_\_\_\_

Job Title: \_\_\_\_\_ Level taught: \_\_\_\_\_ Salary: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous employer for a reference? Yes No

Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_ (\_\_\_\_) \_\_\_\_\_

Job Title: \_\_\_\_\_ Level taught: \_\_\_\_\_ Salary: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous employer for a reference? Yes No

Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_ (\_\_\_\_) \_\_\_\_\_

Job Title: \_\_\_\_\_ Level taught: \_\_\_\_\_ Salary: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous employer for a reference? Yes No

### List Volunteer Work Experience

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### List Professional Organization Affiliations

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### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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

### Applicant – Do Not Write In This Space

- Resume Completed \* Date \_\_\_\_\_  Interviewed/By \_\_\_\_\_ \* Date \_\_\_\_\_  Position \_\_\_\_\_
- References Checked/By \_\_\_\_\_ \* Date \_\_\_\_\_  Start Date \_\_\_\_\_ Salary \_\_\_\_\_
- Employment Letter Sent \* Date \_\_\_\_\_