



**FAUQUIER  
COMMUNITY  
CHILD CARE**

**APPLICATION FOR EMPLOYMENT**

FCCCI is a state-licensed, non-profit, school-age child care organization.

- Applicants must have a High School diploma, a GED equivalent or currently attend High School.
- Employees must complete a Criminal Records Check. FCCC is a licensed childcare provider operating under the regulations of the Virginia Division of Licensing.

*Please check the position you are applying for:*

**School Year (AM & PM):**

- Site Manager
- Assistant Site Manager
- Child Care Assistant
- Substitute

**Summer Camp:**

- Counselor
- Counselor Assistant
- Before & After Counselor
- Asst. B&A Counselor
- Bus Driver

**Administrative:**

- Executive Director
- Director of Programming
- Program Associate
- Comptroller
- AP/AR Associate
- Financial Assistant
- Program Specialist

Full Legal Name \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-Mail \_\_\_\_\_

**EDUCATION:**

High School \_\_\_\_\_ City/State \_\_\_\_\_ Year Graduated \_\_\_\_\_

College \_\_\_\_\_ City/State \_\_\_\_\_ Year Graduated \_\_\_\_\_

Degree \_\_\_\_\_ Hours \_\_\_\_\_ Major or Specialty \_\_\_\_\_

Post College Work at \_\_\_\_\_ City/State \_\_\_\_\_

Degree Received \_\_\_\_\_ Hours \_\_\_\_\_ Major or Specialty \_\_\_\_\_

Dates Attended \_\_\_\_\_

**OFFICE USE ONLY:** (Applications will be on file for six months)

\_\_\_\_\_  
Date Received in Office

\_\_\_\_\_  
Date of Hire

\_\_\_\_\_  
Hiring Position

**EXPERIENCE** - Use supplementary page if needed. Starting with the most recent, describe ALL paid, military, and applicable volunteer experience. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position. You may list significantly different jobs with the same organization as separate items.

May we contact your present supervisor? \_\_\_\_\_ Yes \_\_\_\_\_ No

1. Job Title \_\_\_\_\_  
Employer \_\_\_\_\_  
City/State \_\_\_\_\_  
Type of Business \_\_\_\_\_  
Phone \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Title \_\_\_\_\_  
Starting Salary \_\_\_\_\_ Finishing \_\_\_\_\_  
Employment Dates:  
From (month/year) \_\_\_\_\_  
To (month/year) \_\_\_\_\_  
Full-time? \_\_\_\_\_ Part-time? \_\_\_\_\_  
Your name if different from present:  
\_\_\_\_\_

Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
# Employees Supervised \_\_\_\_\_  
Equipment used \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Hours/Week \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

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2. Job Title \_\_\_\_\_  
Employer \_\_\_\_\_  
City/State \_\_\_\_\_  
Type of Business \_\_\_\_\_  
Phone \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Title \_\_\_\_\_  
Starting Salary \_\_\_\_\_ Finishing \_\_\_\_\_  
Employment Dates:  
From (month/year) \_\_\_\_\_  
To (month/year) \_\_\_\_\_  
Full-time? \_\_\_\_\_ Part-time? \_\_\_\_\_  
Your name if different from present:  
\_\_\_\_\_

Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
# Employees Supervised \_\_\_\_\_  
Equipment used \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Hours/Week \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

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3. Job Title \_\_\_\_\_  
Employer \_\_\_\_\_  
City/State \_\_\_\_\_  
Type of Business \_\_\_\_\_  
Phone \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Title \_\_\_\_\_  
Starting Salary \_\_\_\_\_ Finishing \_\_\_\_\_  
Employment Dates:  
From (month/year) \_\_\_\_\_  
To (month/year) \_\_\_\_\_  
Full-time? \_\_\_\_\_ Part-time? \_\_\_\_\_  
Your name if different from present:  
\_\_\_\_\_

Duties \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
# Employees Supervised \_\_\_\_\_  
Equipment used \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Hours/Week \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

Use this space for any additional information you think would help us evaluate your application, including training, seminars, workshops, special achievements, or specialized skills:

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**REFERENCES:**

Three written, professional, references are required as part of the interview process (references from relatives are not accepted). References can be e-mailed, faxed, or submitted to our Main Office.

**MISCELLANEOUS:**

- According to Virginia Statute 60.2-114, all employers are required to ask employees to disclose at the time of hire the existence of an income withholding order for child support. Does this apply to you?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

- Salary range expected: \$\_\_\_\_\_

- How did you learn about our organization?\_\_\_\_\_

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Certification: I hereby certify that all entries and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to employment with Fauquier Community Child Care, Inc. I understand that all information on this application is subject to verification and I consent to references and former employers and educational institutions listed being contacted regarding this application.

Date\_\_\_\_\_ Applicant Signature\_\_\_\_\_

Applicants for employment with Fauquier Community Child Care, Inc. shall be afforded equal opportunity without regard to race, color, religion, political affiliation, national origin, sexual orientation, handicap, sex, or age.

*Note: Completed application must be returned to the Fauquier Community Child Care Main Office. Resume will be accepted but not required with application.*

Fauquier Community Child Care, Inc.  
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