



APPLICATION FOR EMPLOYMENT

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

- Applicants must have a High School diploma, a GED equivalent, or currently attend High School.
- Employees must submit to a Criminal Records Check, including fingerprinting.
- FCCC is licensed under the Virginia Department of Education and complies with the standards for licensed child day centers.

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
- _____ Bus Driver

Administrative:

- _____ Executive Director
- _____ Site Director
- _____ Admin. Program Specialist
- _____ Financial and Administrative Coordinator
- _____ HR Generalist

Full Legal Name _____

Address _____ City/State _____ ZIP _____

Home Phone (____) _____ - _____ Cell 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 one year)

_____ 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 _____

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 _____

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 _____

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:

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?_____
-

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.
26 Ashby Street, Warrenton, VA 20186
(540) 347-6970 ● Fax (540) 347-3518
general@fccva.org
www.fccva.org