Saint Louis Crisis Nursery, Regional Administrative Offices

11710 Administration Drive, Suite 18 St. Louis, MO 63146

[www.crisisnurserykids.org](http://www.crisisnurserykids.orgemail)

Phone: 314-292-5770 Fax: 314-292-5776

Email completed application and resume to: employment@crisisnurserykids.org

**Application for Employment**

|  |
| --- |
| THE SAINT LOUIS CRISIS NURSERY is an equal opportunity employer. We consider applicants for all positions without regard to actual or perceived race, color, religion, creed, sex, gender, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, pregnancy, genetic information, marital status, military or veteran status, or any other legally protected status. We provide reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship as defined by law. Please let us know if you need an accommodation to complete the application process. |

Date of Application:       How did you hear about this position?

Last Name:       First Name:       Middle Initial:       Previous Name(s):

Address:       City:       State:       Zip Code:

Phone (With Area Code):       [ ]  Cell [ ]  ok to text? [ ]  landline

Email address:       Position:       Desired Starting Pay:

**Availability**: Full Time [ ]  Part Time [ ]  Date available to start work/notice period:

 Days [ ]  Evenings [ ]  Weekend Shifts [ ]  Overnight [ ]

**Location(s) convenient for you:** [ ] South St Louis City [ ] St Louis North County [ ] St. Charles City [ ] Wentzville

**Please rate each of the following regarding their importance to you:**

(5 = very important; 4 = important; 3 = moderately important; 2 = of little importance; 1 = unimportant)

 Flexibility      Energy Level       Teamwork       Communication         Strengths-based Perspective

**Are you at least 21 years old?** **[ ]**  Yes [ ]  No (a Division of Children’s Services Requirement)

**Are you legally eligible for employment in the United States of America?**

 [ ]  Yes\* [ ]  No (\*If yes, verification will be required upon employment)

**Note: post offer we require fingerprints that are run nationwide through the FBI and must exclude certain offenses**

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| Name of High School:  |       | [ ]  Diploma or GED |
| Name of College/University:      | Degree In progress:[ ] Associates [ ] Bachelors [ ]  Masters | Degree Completed:   [ ] Associates  [ ] Bachelors  [ ]  Masters |
| Major Field of Study/Degree: |       |
| **Current** certifications / licenses |       |

**EMPLOYMENT HISTORY – List Present Job First**

|  |  |  |
| --- | --- | --- |
| Employer:       | Dates EmployedFrom      To      | Wage:      Reason for Leaving:       |
| Telephone:       |
| Your Job Title:       |
| May we contact your Employer? [ ] Yes [ ]  No |
| Employer:       | Dates EmployedFrom      To      | Wage:      Reason for Leaving:       |
| Telephone:       |
| Your Job Title:       |
| May we contact your Employer? [ ] Yes [ ]  No |
| Employer:       | Dates EmployedFrom      To      | Wage:      Reason for Leaving:       |
| Telephone:       |
| Your Job Title:       |
| May we contact your Employer? [ ] Yes [ ]  No |

**Are you a party to any agreement (e.g. any non-compete, non-solicitation, or confidentiality agreement) that would or may prohibit or restrict you from being employed by, or performing services for, the Saint Louis Crisis Nursery?**

[ ] Yes [ ]  No

**APPLICANT’S STATEMENT: PLEASE READ THIS STATEMENT BELOW CAREFULLY.**

**YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE IF NOT SIGNED AND DATED.**

I certify that the statements and information provided by me on this application for employment are true, accurate and complete to the best of my knowledge.

I authorize The Saint Louis Crisis Nursery to investigate all statements contained in this application unless specifically stated otherwise in this application for employment. I authorize the Saint Louis Crisis Nursery to contact the employers identified above for purpose of verifying the accuracy of the information contained in this application, and discussing my work performance, conduct and qualifications.

I understand that any misrepresentations, false statement, false information, or material omissions made by me on this application for employment (or on any other accompanying or required documents) and/ or during any interview may result in the exclusion of my application from further consideration or, if I am hired, termination of my employment regardless of when or how discovered.

I understand that neither this application for employment nor any other document or statement of the Saint Louis Crisis Nursery constitutes a contract or agreement of employment. I understand that if I am hired, my employment will be “at-will” and, as such, may be terminated by either party at any time, with or without cause. If hired, I agree to comply with all polices and procedures of the Saint Louis Crisis Nursery, including, without limitation, those concerning conflicts of interests, standards of business ethics, conduct health, equal employment opportunity, safety and security.

I understand that the Saint Louis Crisis Nursery prohibits the disclosure of its confidential and proprietary information, and I agree to comply with that prohibition, whether or not I become an employee. To the extent that confidential or proprietary information is disclosed to or otherwise acquired by me, whether during the application process or if I am hire, after I become an employee I shall not disclose such information to any third-party (except as required int eh ordinary course of employment by the Saint Louis Crisis Nursery and for the sole benefits of the Saint Louis Crisis Nursery and except for disclosures to government agencies).

I represent to the Saint Louis Crisis Nursery that I am not a party to any agreement that would prohibit or restrict me from being employed by, or performing services for the Saint Louis Crisis Nursery

Print Name:       Date:

Signature of Applicant: [ ]  by checking this box, I certify that I have signed this application