



# APPLICATION FOR EMPLOYMENT

The Diamond Child Development  
115D Macedonia Road  
Gaffney, SC 29341

Application Date: \_\_\_\_\_

## PERSONAL INFORMATION

Full Name: \_\_\_\_\_  
First Middle Last Prefers to be called

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

Cell Phone: \_\_\_\_\_ SS#: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Email: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

Ages of children needing childcare: \_\_\_\_\_

**The answers to the following questions MAY or MAY NOT prevent us from hiring you. Please be thorough and honest in your answers.**

Have you ever been arrested or convicted of a crime? \_\_\_\_\_ If yes, Date and details of incident: \_\_\_\_\_

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

Have you ever had ANY issue with DSS, DHEC, Child Protective Services or any other agency involving the care of a child? \_\_\_\_\_ If yes, Date and details of incident: \_\_\_\_\_

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

## EDUCATION HISTORY

**You MUST be able to provide a copy of your Diploma or GED in order to be hired.**

High School Attended \_\_\_\_\_ Received  Diploma  GED

College(s) Attended \_\_\_\_\_ Major: \_\_\_\_\_

## EMPLOYMENT INFORMATION

When can you start: \_\_\_\_\_ Hours available to work: \_\_\_\_\_

Why are you interested in working at The Diamond? \_\_\_\_\_

\_\_\_\_\_  
How did you hear about us? \_\_\_\_\_

Are you related to anyone that has been or is currently employed with us? If yes, who? \_\_\_\_\_

**EMPLOYMENT HISTORY**

Most Recent Employer \_\_\_\_\_ Phone: \_\_\_\_\_

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

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Next Recent Employer \_\_\_\_\_ Phone: \_\_\_\_\_

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

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Recent Employer \_\_\_\_\_ Phone: \_\_\_\_\_

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

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**My signature below indicates that I understand the following:**

- A Doctor’s Physical and a TB Test are conditions of my employment and if hired I will be responsible obtaining these at my own cost and on my own time.
- CPR and FIRST AID and 15 hours of continuing education are conditions of my employment and if hired I will be responsible for attending a course provided by The Diamond on my own time.
- If I terminate my employment with The Diamond within six (6) Months of my hire date, any costs associated with my hiring will be deducted from my final check.
- All information on this application is true and correct, if any information is found to be false, my employment may be terminated immediately.

**Signature** \_\_\_\_\_

<b>Office Use Only</b>														
Start Date: _____	Legal Date: _____	Termination Date: _____												
Reason for Termination _____		Starting Pay: _____												
Worked Notice? _____		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Date</th> <th style="width: 50%;">Increase</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Date	Increase										
Date	Increase													
Eligible for Rehire: _____														
Rehire Date: _____														
Door/Procure Code: _____														
Endeavors # _____														