

EMPLOYMENT APPLICATION for
THE MILITARY CHILD EDUCATION COALITION®



The Military Child Education Coalition is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Position Sought _____

___ Full Time

___ Part Time

Date Available _____

Salary Desired _____

PERSONAL:

Name _____
Last First Middle

Address _____
Number & Street City State Zip Code

Phone Number: _____ Email: _____

Are you over 18 years old? ___ Yes ___ No

Are you legally eligible for employment in the United States?

___ Yes ___ No

(If offered employment, you will be required to provide documentation to verify eligibility.)

EDUCATION:

Please indicate education or training which you believe qualifies you for the position you are seeking.

High School:

No. of Yrs Completed (circle one) 1 2 3 4

Diploma: ___ Yes ___ No G.E.D.: ___ Yes ___ No

School _____ City/State _____

School _____ City/State _____

College and/or Vocational School:

Number of Years Completed (circle one) 1 2 3 4

School _____ City/State _____

Major _____ Degree Earned _____

School _____ City/State _____

Major _____ Degree Earned _____

Other Training or Degrees:

School _____ City/State _____

Course _____ Degree or Certificate Earned _____

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s) Held _____

State in which License is held: _____

License expiration date: _____

Other Professional Memberships _____

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

SKILLS:

Please list any office, computer software, language (other than English), or other skills you have that could contribute to this position: _____

Have you ever been employed with the MCEC? Yes No

If so, please state program and dates of employment

RECORD OF CONVICTION:

During the last ten years, have you ever been convicted of a crime other than minor traffic offense?

Yes No

If yes, explain: _____

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

EMPLOYMENT:

List last employer first, including U.S. Military Service.

Please indicate if any employment was under a different name: _____

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Salary _____ Supervisor _____

Department _____

Duties _____ FT PT No. of Hrs. _____

Reason for Leaving _____

May we contact this employer? Yes No

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Salary _____ Supervisor _____

Department _____

Duties _____ FT ___ PT ___ No. of Hrs. _____

Reason for Leaving _____

May we contact this employer? ___ Yes ___ No

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Salary _____ Supervisor _____

Department _____

Duties _____ FT ___ PT ___ No. of Hrs. _____

Reason for Leaving _____

May we contact this employer? ___ Yes ___ No

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history:

Have you ever been discharged or asked to resign from a job? ___ Yes ___ No

If yes, explain: _____

PROFESSIONAL REFERENCES:

Name _____

Address _____

Phone (_____)_____

Name _____

Address _____

Phone (_____)_____

Name _____

Address _____

Phone (_____)_____

This application for employment is good for 30 days only. Consideration for employment after 30 days requires a new application. Personal information provided within this application will not be intentionally disclosed, divulged or made accessible to any person or entity other than those who have a legitimate need for such information as authorized by the MCEC. The MCEC does not sell personal information to third-parties for any reason.

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize The Military Child Education Coalition to verify their accuracy and to obtain reference information on my work performance. I hereby release The Military Child Education Coalition from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of The Military Child Education Coalition. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____