

Milestone Academy &
 Child Development Center
 8961 County Road 42
 Jemison, AL 35085
 (205) 665-5437

Application Form for Staff

(Including Caregivers, employees, teachers, substitutes, volunteers, cooks, bus drivers, domestic workers)

Date: _____

Position: _____

Name:	_____			
	Last	First	Middle	Maiden (if applicable)
Address:	Street: _____		City: _____	
	State: _____		Zip Code: _____	
Phone Number: () _____		Date of Birth: _____		
Driver's License Number: _____		Expiration Date of Driver's License: _____		
Email Address: _____		Emergency Contact: _____		

Education	School / Institution	Dates Attended	Diploma / Degree/Certificate
Elementary			
High School			
College			
Graduate			
Other			

Education:

Child Care Training:

List all courses, workshops, and conferences related to child development and early childhood education. Attach additional pages if necessary. Attach copies of certificates received.

Title of course / workshop/ conference	Sponsor	Location	Date(s)	Number of hours

Employment History:

List in order beginning with your most recent employment. Attach additional pages if necessary.

Employer:	Employer's Address:	Position/Job	Date(s) Worked	Reason for Leaving

References:

List at least three persons who are not related to you by blood, marriage, or adoption to be contacted as references. At least one must be a former employer. Addresses must be complete and accurate.

Name of Former Employer: _____

Address: _____

Street

City

()

City

Zip Code

Area Code

Phone Number

Name: _____

Address: _____

Street

City

()

City

Zip Code

Area Code

Phone Number

Name: _____

Address: _____

Street

City

()

City

Zip Code

Area Code

Phone Number

Criminal History Background Information Checks:

In accordance with Alabama law, (Act 2000 – 775, effective November 1, 2000), the criminal history background information check shall be completed on each substitute, caregiver, volunteer, and domestic worker, as well as any other person who has contact with the children or unsupervised access to the children shall be reviewed.

You must complete a Mandatory Criminal History Notice Form and a Criminal History Information Consent and Release Form. The cost for the criminal history check is \$49, (cashier's check or money order, no personal checks). The fee must be submitted with the fingerprints and the consent form. Required forms are available from the Department. If you previously had a criminal history check done for the Department of Human Resources and the required information is on file, it is not necessary to complete a criminal history check.

Milestone Academy &
Child Development Center
8961 County Road 42
Jemison, AL 35085
(205) 665-5437

Current Criminal Charges:

Are there any current criminal charges against you? _____

If yes, give details.

Clearance of State Central Registry on Child Abuse / Neglect:

A completed REQUEST FOR CLEARANCE OF STATE CENTRAL REGISTRY ON CHILD ABUSE/NEGLECT (DHR-DFC-1598) shall be obtained for each substitute, caregiver, volunteer, domestic worker, and any other person who has contact with the children or unsupervised access to the children.

By signing this form, I am affirming that the above statements I have made are true and factual to the best of my knowledge; and I am granting permission for all persons, organizations, or agencies listed above to be contacted for information regarding my background.

Signature

Date

