

Milestone Academy &  
 Child Development Center  
 1205 Ashville Road  
 Suite 200  
 Montevallo, AL 35115  
 (205) 665-5437

## Application Form for Staff

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

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

Position: \_\_\_\_\_

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

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.

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**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

