

**CHILD DEVELOPMENT SERVICES OF OTTAWA COUNTY, INC.**

100 S. Pine, Suite #220

Zeeland, MI 49464

1-800-613-7013



**Child Development Services of Ottawa County is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by State or Federal law.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_

Home phone \_\_\_\_\_ Other phone (specify) \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_  
First choice \_\_\_\_\_ Second choice \_\_\_\_\_

How did you learn about this position? \_\_\_\_\_

What is the minimum salary for which you will accept employment? \_\_\_\_\_

Are you over 18 years of age? Yes \_\_\_ No \_\_\_ (If not, a work permit will be required)

Are you currently employed? Yes \_\_\_ No \_\_\_

May we contact your present employer? Yes \_\_\_ No \_\_\_

Are you a current or former Head Start parent? Yes \_\_\_ No \_\_\_

To the best of your knowledge, are you legally eligible to work permanently in the United States?  
Yes \_\_\_ No \_\_\_ (Should you be hired, you will be required by law to provide documents verifying your employment eligibility)

Have you worked for CDS in the past? Yes \_\_\_ No \_\_\_

Please list any friends or relatives currently working at CDS: \_\_\_\_\_

Are you available to work: Full time \_\_\_ Part time \_\_\_ Temporarily \_\_\_

Do you prefer: Year round employment \_\_\_ School year employment \_\_\_

Have you ever been convicted of a crime (excluding minor traffic violations)? Yes \_\_\_ No \_\_\_ (a conviction is not an absolute bar to employment but is considered in relationship to the position for which you have applied).



Employer name	Address	Phone
Dates employed	Position	Supervisor's name
Reason for leaving		Salary

Employer name	Address	Phone
Dates employed	Position	Supervisor's name
Reason for leaving		Salary

**REFERENCES: (Please do not include relatives)**

Name	Address	Phone
Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

**To be completed by Bus Driver Applicants or applicants for other Driving positions:**

Do you have a valid operator's or chauffeur's license? Yes \_\_\_\_\_ No \_\_\_\_\_

Is your license restricted in any way? If so, please indicate the reason for restrictions and when the restrictions will expire: \_\_\_\_\_

Driver's license number \_\_\_\_\_ Classification \_\_\_\_\_

Issue Date \_\_\_\_\_ Issuing State \_\_\_\_\_

How many points do you currently have on your record? (Employees who are hired to drive busses or other motor vehicles for CDS are required to keep CDS informed of all accidents, misdemeanor convictions and other convictions or traffic violations) \_\_\_\_\_

## APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that all information contained in this application and all other documents, is accurate and complete to the best of my knowledge. I recognize that any falsification, misrepresentation or omission may result in immediate dismissal from or refusal of employment. I authorize Child Development Services of Ottawa County, Inc. (hereinafter CDSOC) to investigate all statements contained in this application, including records of any former employers, police departments, sheriff departments and other sources concerning me. I authorize such sources (and CDSOC hereafter) to release this information without liability for damage incurred in giving it. I waive any written notice of the release of such records, inclusive records regarding disciplinary information, that may be required by any state or federal laws.

Additionally, if I am offered a position with CDSOC, I authorize CDSOC to do a criminal background check with any police department, sheriff department or the F.B.I. for the following:

1. Any felony conviction(s)
2. Any misdemeanor conviction(s)
3. Any information required by Head Start or other state/federal regulatory agencies.

In consideration of the acceptance of my application, I agree that I will read and abide by the CDSOC handbook as amended or modified from time to time by CDSOC. I understand that the handbook is not a contract of employment and that I may not rely on any contrary oral promise made to me prior to my application or hire. I also understand that no one except the Executive Director can enter into any type of employment contract that is contrary to the previous statement. I recognize that any such contract must be in writing and signed by the Executive Director in order to be enforceable against CDSOC.

I understand and agree that, if hired, my employment is for no definite period and may be terminated with or without cause, at any time, with or without notice by myself or CDSOC.

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Applicant's signature

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Date

1. Why are you interested in this position?

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2. What do you feel are the most important characteristics that a good employee should demonstrate to his or her employer?

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3. What specifically, do you find most attractive about the job you are applying for? What do you find least attractive?

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