



An Equal Opportunity Employer and Service Provider

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Application for: Employment Volunteer Internship

Applicant Name _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____ E-mail Address _____

What position are you applying for? _____

How did you hear about the position? _____

What is your expected salary? _____ Are you currently employed? Yes No

What is your preferred employment status? Full-Time Part-Time On-Call

What is your availability?

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours Available							

Have you ever worked for or volunteered at Crittenton Centers in the past? Yes No

If yes, when and in what position? _____

Have you had relatives who have worked for or volunteered at Crittenton Centers in the past? Yes No

If yes, who? _____ When were they employed? _____

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Application Continued - Applicant Name: _____

NOTE: As a DCFS Licensed Facility, Crittenton Centers conducts criminal background investigations for all applicants. A conviction of a misdemeanor or felony will not automatically disqualify a job applicant; however, per the Illinois Administrative Code Part 89, Chapter 4, and DCFS Rule 385, there are criminal convictions that bar employment in a child care facility. To further discuss this matter, please contact the Human Resources Representative, or speak directly with the supervisor during your employment interview.

Additionally, all employees of Crittenton Centers are Mandated Reporters as defined by Section 300, Appendix A of the Licensing Standards. Mandated reporters are required to report incidents of Child Abuse and Neglect to the DCFS Hotline—1-800-ABUSE.

Employment Experience—(Please begin with most recent employment.)

Employer	Dates Employed		Responsibilities
	From	To	
Address			
Telephone () -			
Job Title	Rate of Pay		
	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Dates Employed		
	From	To	
Address			
Telephone () -			
Job Title	Rate of Pay		
	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Responsibilities
	From	To	
Address			
Telephone () -			
Job Title	Rate of Pay		
	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Dates Employed		
	From	To	
Address			
Telephone () -			
Job Title	Rate of Pay		
	Starting	Final	
Supervisor			
Reason for Leaving			

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Application Continued - Applicant Name: _____

Educational Background

Name & Address of School	Course of Study/ Major	Did you Graduate?	List Degree
High School			
College			
Graduate School			
Other Schools			

Professional Licenses and/or Certificates _____

References

Please list five individuals who can provide information on your professional training and job skills. Please do not list immediate family members, relatives or friends.

Name	Address	Phone	Relationship to You

List the talents, abilities and experiences you have that would support your success in this position:

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Application Continued - Applicant Name: _____

Driver Information

Please complete only if you are applying for one of these positions: President, Vice President, Director, Coordinator, Parent Educator, or Buildings and Grounds Associate.

Driver's License Number _____ Type of License _____ Expiration Date _____

Restrictions on Driver's License _____

In the last three years, has your Driver's License been revoked or suspended for driving under the influence, manslaughter, or reckless homicide? Yes No

In the last five years, have you caused an accident that resulted in death? Yes No

In the last ten years, have you at any time:

A. Been convicted of more than two moving violations in a year? Yes No

B. Been convicted at any time of driving under the influence of alcohol or drugs, or been the subject of deferred prosecution or probation as a result of having entered a plea of any kind to such charges? Yes No

C. Been convicted of reckless driving? Yes No

D. Had your license suspended or revoked in any state? Yes No

E. Been involved in more than three personal injury accidents? Yes No

Traffic Violation convictions will not automatically disqualify job candidates. The seriousness of the crime and the date of the conviction will be considered in conjunction with DCFS Licensing Standards Part 404 and 407, and DCFS Rule 385.

Applicant's Statement

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Crittenton Centers, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President of Crittenton Centers. Both the undersigned and Crittenton Centers may end the employment relationship at any time, with or without notice or reason. If employed, I understand that the agency may change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that falsification, misrepresentation, and/or omission of facts called for is cause for dismissal at any time without any previous notice. I authorize the investigation of all matters contained in this application and hereby give Crittenton Centers permission to contact schools, previous and current employers, references, and others, and hereby release Crittenton Centers from any liability as a result of such contact.

Applicant Signature _____ Date _____

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