



United Services

Educating and supporting children of all abilities

4140 Old Mill Parkway, St. Peters, MO 63376
 2025 Hanley Road, Dardenne Prairie, MO 63368
 (636) 926-2700, Fax (636) 447-4919

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer and Smoke Free Environment

INSTRUCTIONS: Print Clearly in Ink. Fill Out Completely.

LAST NAME		FIRST NAME		MIDDLE INITIAL	MAIDEN NAME
STREET ADDRESS		CITY		STATE	ZIP CODE
TELEPHONE NUMBER(S)			SOCIAL SECURITY NUMBER		
(HOME)	(WORK)	(CELL/PAGER)		— —	
POSITION(S) APPLIED FOR				DATE OF APPLICATION	

EMPLOYMENT EXPERIENCE

Start with your present or most recent job. Include any job-related assignments and volunteer activities. Please indicate whether we may contact your previous or current employer.

Employer	From MO/YR	To MO/YR	Work Performed
Address			
Telephone/Fax Number(s)	Hrly/Salary	May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title	\$	Supervisor	
Reason for Leaving			
Employer	From MO/YR	To MO/YR	Work Performed
Address			
Telephone/Fax Number(s)	Hrly/Salary	May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title	\$	Supervisor	
Reason for Leaving			
Employer	From MO/YR	To MO/YR	Work Performed
Address			
Telephone/Fax Number(s)	Hrly/Salary	May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title	\$	Supervisor	
Reason for Leaving			

How were you referred to us? (i.e. - agency, newspaper, my child attends here, employee referral) Please specify by name:

EDUCATION

Did you graduate from high school? Yes No

Did you receive a G.E.D.? Yes No

Please provide the name and location of the issuing school or institution. _____

NAME & LOCATION OF SCHOOL OR INSTITUTION	DID YOU GRADUATE?	DEGREE RECEIVED	MAJOR	HOURS IN MAJOR
UNDERGRADUATE STUDIES (Name & State)				
GRADUATE STUDIES (Name & State)				

CERTIFICATES/LICENSE	CERTIF./LIC. #	STATE ISSUED	FROM	TO	PROVISIONAL

1 Are you at least 18 years of age? Yes No
 If under 18, can you provide required proof of eligibility to work? Yes No

2 Have you filed an application with us before? Yes No If so, when: _____

3 Date available for position _____

4 Hours Available _____

5 Present position _____

6 a. Are you a U.S. citizen? Yes No
 b. Are you legally authorized to work in the United States on a full-time basis? Yes No

7 I am interested in working in Childcare: Full Time Part Time Summer/Temporary

8 I am interested in working in Preschool: Full Time Part Time Summer/Temporary

9 Are you under contract with any agencies, school district, etc.? Yes No
 If yes, when does contract expire? _____

10 Are you able to perform the essential functions of the job with or without reasonable accommodations? Yes No

Please describe any reasonable accommodations you may need. _____

REFERENCES:				
(Include at least 3 professional references, preferably former supervisors)				
Name	Years Known	Official Position & Relationship	Address/Street/City/Zip	Phone (Include Area Code)

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience

Please provide any additional information you feel may be helpful to us in considering your application

Mission Statement

United Services creates an inclusive educational environment that values children of all abilities, in partnership with our community.

Vision Statement

That each child will reach his or her fullest potential and become an integral member of the community.

Core Values

Unmatched Quality and Integrity

Nurturing and Compassionate

Including children of all abilities

Team approach to services

Educate, encourage, enjoy

Dedicated to each child, each family and each other

CRIMINAL RECORD AND CHILD ABUSE/NEGLECT REPORT

Employment with the agency is contingent upon the satisfactory completion of a criminal and child abuse/neglect record check and reference checks. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, as may be appropriate. Although the existence of an arrest, charge or conviction* alone may not constitute an unsatisfactory report, the agency has a compelling interest in the safety and welfare of its students. Therefore, the agency is permitted by law, and has an obligation, to request criminal and child abuse information and official records for each applicant and employee, and to act in accordance with such information and official records. Applicants and employees must report any arrests, charges or convictions that occur subsequent to the time they initially completed this form. Questions regarding information should be directed to the Human Resources Director.

Please read carefully and answer every question.

- 1. Have you ever been arrested for, charged with, or convicted of a felony or misdemeanor violation? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00) Yes ___ No ___
2. Have you ever plead guilty or nolo contendere (no contest) to a felony or misdemeanor? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00) Yes ___ No ___
3. Have you ever received a suspended imposition or execution of sentence? Yes ___ No ___
4. Are you currently on parole or probation? Yes ___ No ___
5. Has the Missouri Department of Family Services or a similar agency in any other state or jurisdiction ever issued a determination or finding of cause, or had reason to believe or to suspect you had engaged in the physical, emotional, psychological or sexual abuse or neglect of a child? Yes ___ No ___
6. Have you ever used or are you currently using illegal drugs? Yes ___ No ___

If you answered yes to any of the above questions, please explain with an attached statement.

*CONVICTION means the final judgment on a verdict, or a finding of guilty, a plea of guilty, or a plea of nolo contendere in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken.

This application form is active for one calendar year (January-December), but may be renewed/updated in person or in writing.

My signature below authorizes the Agency to conduct inquires regarding my employment history and/or other investigations the Agency deems necessary in order to safeguard the welfare of the children served by the Agency, its employees or its business. I authorize any former employer, person, firm, corporation, or government agency to release any information in connection with my application for employment. This may include such information as criminal or civil convictions, driving records, personal references, professional references, any findings of child abuse or neglect investigations, and/or any other appropriate information. This release may include any previous employers, educational institutions, law enforcement agencies, criminal records agencies, the Missouri Department of Social Service or like agencies in any other state, and/or Child Protective Services or like agencies in any locality. In consideration of United Services' review of this application, I release the Agency, as well as any officers, agents, employees and/or directors of my past employers, and/or any other agencies or reference sources from any liability arising from disclosure of personnel records, verbal appraisals of my past performance, or other relevant information.

I understand that, if hired, I will be required to furnish proof of identity and right to work in the United States.

If hired, I agree I will serve at the will of the Agency and will be bound by the rules, policies, regulations, and terms and conditions of employment of the Agency as they are changed from time to time.

I understand that, if hired, both I and/or United Services have the right to end my employment at any time for any reason. Contract employees are required to give 30 days notice and/or work until arrangements have been made to cover their position. Preschool and therapy staff are expected to sign contracts upon hire and are subject to the terms of their contract.

Furthermore, I certify that all statements contained herein are true, correct and complete answers to the best of my knowledge, and I understand they may be relied upon in considering my application. I understand any omission, false or misleading statement and/or concealment of any requested facts on this application or any supplement to it will be sufficient grounds for rejection of this application or for dismissal from employment.

Signature of Applicant
(SIGNATURE REQUIRED)

Date