

Incomplete Applications will not be considered

Must be completed in Black or Blue Ink Pen

For Office Use Only

Certification Verified and copy attached:

- | | | | | |
|--|------------------------------------|---|---------------------------------------|--------------------------------------|
| ☐ Assistant Teacher | ☐ Teacher | ☐ Lead Teacher | ☐ Director I | ☐ Director II |
| ☐ Infant-Toddler | ☐ Preschool | ☐ Site Coordinator | ☐ Group Leader | |
| ☐ First Aid | ☐ CPR | ☐ Serve Safe | ☐ 7D License | ☐ Other _____ |

Worcester Comprehensive Education and Care, Inc.
Application for Employment

Legal Name: _____
First Middle Last

Address: _____ Telephone: _____
Email Address: _____

Employment Status Desired: ☐ Full Time ☐ Part Time ☐ Substitute/On Call ☐ Seasonal

POSITION (Desired):

Languages Spoken:

Language Writing Fluency

☐ Assistant Teacher	☐ Home Visitor	☐ Driver	☐ English	☐ English
☐ Teacher	☐ Case Manager	☐ Housekeeping	☐ Spanish	☐ Spanish
☐ Lead Teacher		☐ Cook	☐ Other _____	☐ Other _____
☐ Assistant Group Leader (School Age)		☐ Office Support Staff		
☐ Group Leader (School Age)		☐ Social Worker		
☐ Program Director		☐ Billing Specialist/other		

EDUCATION ☐ Attached Resume

	Name & Location of School	Graduated	Major
High School or GED		☐ No ☐ Yes/Year _____	
2 Year College		☐ No ☐ Yes/Year _____	
4 Year College		☐ No ☐ Yes/Year _____	
Post Graduate Studies		☐ No ☐ Yes/Year _____	

- Do you hold a First Aid Certificate? ☐ No ☐ Yes Expiration Date ____/____/____
- Do you hold a CPR Certificate? ☐ No ☐ Yes Expiration Date: ____/____/____
- Do you hold EEC any Certification? ☐ No ☐ Yes Certification# _____
- Do you hold a 7D license? ☐ No ☐ Yes
- Do you own a vehicle? ☐ No ☐ Yes

Revised April 24, 2025

WCEC does not discriminate against, an employee or employment applicant based on race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations.

Incomplete Applications will not be considered

Must be completed in Black or Blue Ink Pen

6. Special licenses, certification, or training? _____

7. Have you ever been investigated by the Department of Children & Families for Child Abuse or Neglect?

☐ No

☐ Yes

8. Some positions within WCEC require that applicants be over the age of 18.

Are you over the age of 18?

☐ No

☐ Yes

EMPLOYMENT HISTORY: List most recent employer first.

Dates	Name & Address of Employer	Job Title	Reason for Leaving
From			
To			
From			
To			
From			
To			
From			
To			

REFERENCES - Please list three people, **not related to you**, whom you have known for at least one year.

One of the three references needed, may be from a current WCEC employee.

Name and Relationship	Address	Telephone #	# Of Years Known
1.			
2.			
3.			

Authorization and Acknowledgements

I affirm that the information I have provided in this application is true to the best of my knowledge, information, and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I authorize WCEC to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release WCEC, my former employers and all other persons and entities, from all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

✓

Signature of Applicant

_____/_____/_____
Date of Application

ER-1/EEC

Revised April 24, 2025

WCEC does not discriminate against, an employee or employment applicant based on race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations.