

Carriage House Children's Center/The Children's Center of Pittsburgh  
Application for Employment

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Position applying for \_\_\_\_\_ Full-time or Part-time \_\_\_\_\_

On what date can you start working, if hired \_\_\_\_\_

**EDUCATION/TRAINING** (List highest level first)

Name:	Address:	Major/ Minor:	Degree/ Diploma:	Date Completed:
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**WORK EXPERIENCE**

(Begin with the most recent and mark volunteer experience with a V to the left of the line)

Name of Employer:	Position:	Address:	Start/End Dates:	Reason for Leaving:
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**PROFESSIONAL REFERENCES**

(List three individuals who can attest to your qualifications for the position for which you are applying)

Name:	Address:	Telephone:	Relationship:
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**SPECIAL TALENTS OR INTERESTS**

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**MEMBERSHIPS AND /OR PROFESSIONAL AFFILIATIONS**

(List those that relate to the position for which you are applying)

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Why are you interested in working at The Children’s Center? \_\_\_\_\_

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Have you ever been convicted of a crime, excluding misdemeanors and summary offenses?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain: \_\_\_\_\_

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Carriage House Children’s Center/The Children’s Center of Pittsburgh employment is contingent upon the following:

Passing a: Federal Bureau of Investigation Criminal History Background Check PA Child Abuse History Clearance PA State Police Background Check National Sex Offender Registry Check Physical health assessment initially - (biannually after hire) Tuberculosis (TB) testing - (only before hire)	Providing: Proof of COVID vaccination Two written non-family references Proof of education listed on application/resume Verification of child care hours worked
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The Carriage House Children’s Center and its affiliates are equal opportunity employers.

Return application to:     The Children’s Center of Pittsburgh  
327 Craft Ave  
Pittsburgh, PA 15213  
(412) 641-1990

For Center Use Only:

Date Received \_\_\_\_\_ Date Interviewed \_\_\_\_\_ Date Started \_\_\_\_\_