



INSPIRE KIDS CENTER
EMPLOYMENT APPLICATION
 15418 Cardinal Drive | Woodbridge, VA 22193 | 703-730-7222 |
 (Rev. 2/7/2025)

PERSONAL INFORMATION

Name: _____ Social Security #: _____
LAST FIRST M.I.

Address: _____ / /
STREET APT. # CITY STATE ZIP Date of Birth
 Phone Numbers: (_____) _____ ext. _____
HOME CELL WORK

Email address: _____ What is the best way to contact you? _____

What date are you available for employment ____ / ____ / ____
 Availability: AM ____ PM ____ ½ days ____ Full Days ____

Are you 18 years of age or older? Yes No

If no, please state age: _____

Are you authorized to work in the U.S.? Yes No
 If hired, you will be required to provide documentation showing you have the legal right to work in the United States, e.g., proof of citizenship, permanent or temporary employment eligibility (Form 1-9 of the Immigration and Naturalization Service.)

Do you have any medical condition(s) which may interfere with fulfilling the responsibilities of the position for which you are applying? Yes No

If yes, please explain:

Have you lived at the above address for at least 5 years? If not, list previous addresses:

EDUCATION List most recent first (Use supplemental sheet if necessary)

Name of School	Date Attended (MM/ YY)	Degree	Year Earned
	From: ____ / ____ To: ____ / ____		
	From: ____ / ____ To: ____ / ____		
	From: ____ / ____ To: ____ / ____		

EMPLOYMENT HISTORY Begin with your most current or last employer. If you have been unemployed during any time within the past ten years, list how you spent your time, e.g., student, homemaker, unemployed, etc.

Organization Name: _____
 Address: _____
STREET SUITE #
CITY STATE ZIP
 Supervisor: _____
NAME TITLE
 ext. _____ May we contact for references? Yes No
 PHONE _____
 Reason for leaving: _____

Position Title: _____
 Dates Employed (MM/ YY):
 From: ____ / ____ To: ____ / ____
 Salary: Start: _____ Final: _____
 Full-time ___ Part-time ___ hrs./wk.

Duties: _____

EMPLOYMENT HISTORY (cont):

Organization Name: _____ Position Title: _____

Address: _____
 STREET SUITE #
 CITY STATE ZIP

Supervisor: _____
 NAME TITLE
 ext. May we contact for references? Yes No

PHONE
 Reason for leaving: _____

Dates Employed (MM/ YY):
 From: ____/____/____ To: ____/____/____

Salary: Start: _____ Final: _____

Full-time __ Part-time __ hrs./wk.

Duties: _____

Organization Name: _____ Position Title: _____

Address: _____
 STREET SUITE #
 CITY STATE ZIP

Supervisor: _____
 NAME TITLE
 ext. May we contact for references? Yes No

PHONE
 Reason for leaving: _____

Dates Employed (MM/ YY):
 From: ____/____/____ To: ____/____/____

Salary: Start: _____ Final: _____

Full-time __ Part-time __ hrs./wk.

Duties: _____

OTHER EXPERIENCE

Please describe other experience, training, and/or volunteering which may have bearing on the position for which you are applying:

What age groups of children have you worked with? _____

What age groups do you prefer working with? _____

Explain briefly why you would like to work at Inspire Kids Center: _____

AREAS OF EXPERTISE

Please describe your interests, abilities, or skill level, within the following activity areas:

Adventure: (e.g., bicycling, climbing, hiking) _____

Arts/Crafts: (e.g., drawing, jewelry, painting, photography, video, woodworking) _____

Education: (e.g., math, reading, writing, grammar, history) _____

Nature/Science: (e.g., computers, gardening, nature study) _____

Performing Arts: (e.g., aerobics, dance, drums, piano, guitar, singing, drama) _____

Sports: (e.g., archery, baseball, basketball, football, golf, street hockey, lacrosse, soccer, softball, tennis, track, cheerleading, tumbling, volleyball, ping pong) _____

Water Activities (e.g., canoeing, rowing, swimming, fishing) _____

Support Services: (e.g., food services, health services, maintenance, office skills) _____

Have you accepted Jesus Christ as your Savior? _____ Are you currently an active member of a church? If so, what is the name of the church? _____ Pastor's name and phone number: _____

List any church activities in which you are currently involved: _____

What was the last book you read? _____

CERTIFICATIONS

Do you currently have (within last 2 years) CPR certification? Yes No

If yes, please attach copy. Exp. Date: ____ / ____ / ____

Do you currently have (within last 3 years) First Aid certification? Yes No

If yes, please attach copy. Exp. Date: ____ / ____ / ____

Do you currently have (within past 3 years) Life Guard certification? Yes No

If yes, please attach copy. Exp. Date: ____ / ____ / ____

Do you currently have (within past 3 years) Medication Administration certification? Yes No

If yes, please attach copy. Exp. Date: ____ / ____ / ____

Do you have any other certifications, (e.g., archery?) which may be applicable? Yes No

If yes, please list and attach copies: _____ Exp. Date: ____ / ____ / ____

REFERENCES At minimum, list three references. In addition to work references indicated in the employment history section, the following references may be contacted.

Name: _____ Relationship to applicant: _____
FIRST LAST

Occupation & Company: _____

Address: _____
STREET APT. # CITY STATE ZIP

Phone number: () _____ Email address: _____

Name: _____ Relationship to applicant: _____
FIRST LAST

Occupation & Company: _____

Address: _____
STREET APT. # CITY STATE ZIP

Phone number: () _____ Email address: _____

Name: _____ Relationship to applicant: _____
FIRST LAST

Occupation & Company: _____

Address: _____
STREET APT. # CITY STATE ZIP

Phone number: () _____ Email address: _____

CRIMINAL HISTORY

Because of the tremendous responsibility the Inspire Kids Center has to its children and community, the following information is needed from all applicants and employees regarding charges and convictions.* A record on conviction is not an absolute bar from employment, however, failure to complete this form accurately and completely shall constitute sufficient cause for disqualification from consideration for employment or shall be cause for consideration of dismissal if employed and may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions that occur subsequently to the time they initially completed this form. Please read carefully, and answer every question. Please print clearly.

Have you ever been convicted of a minor offense other than traffic violation(s)? Yes No If yes, please explain: _____

Have you ever been charged with or convicted of a felony? Yes No If yes, please explain: _____

Have you ever been charged with or convicted of a sex or drug-related offense? Yes No If yes, please explain: _____

CRIMINAL HISTORY (cont):

Have you ever been charged with or convicted of a dangerous crime against children as defined in A.R.S. 13.604.01?""

Yes No If yes, please explain: _____

If you answered "yes" to any of the previous questions, please fill in the information below and attach a letter of explanation.

Conviction Charge: _____ Date of Conviction: _____ I I

Court of Conviction: _____ City: _____ State: _____

Amount of Fine: \$ _____ Length of Jail Term: _____ Remarks: _____

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Court of Conviction: _____ City: _____ State: _____

Amount of Fine: \$ _____ Length of Jail Term: _____ Remarks: _____

As an applicant for employment with Inspire Kids Center of Inspire Church, I agree to the following:

I certify that the answers given by me are true and correct.

I am aware that Inspire Kids Center may, without liability, disqualify me from employment or terminate my employment because of false statements or omissions made in this application.

I authorize the entities and individuals named in this application to give relevant information regarding my application to Inspire Kids Center, including but not limited to, my employment history, work habits, and educational achievements.

I understand that my employment will be "at will" which means that the employment may be terminated by me or Inspire Kids Center at any time, without cause.

Applicant's Signature: _____ Date: _____

If applicant is a minor, signature of Parent/Guardian: _____

Visit inspirekidsva.org for more information

Return application via email to ikcadmin@inspirekidsva.org

NOTICE OF NON-DISCRIMINATION: Inspire Kids Center is an Equal Opportunity Employer. Our employment policies are non-discriminatory regarding age, sex, color, race national origin or disabled status for qualified applicants. We are exempt from the Title VII requirements as it pertains to our religious beliefs and tenants.

• Conviction means the final judgment 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.

** ARS §13.3716 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined in ARS §13.604.01 as second-degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse, if any of these crimes are committed against a minor under 15 years of age.