



Hiring Area _____

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Cambridge, MA 02141
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617-619-1101
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aupair@culturalcare.com

fax: _____

| | |
|----------------------------|-------|
| <i>For office use only</i> | |
| BOS to RDC | _____ |
| RDC to BOS | _____ |
| In Tellus | _____ |
| Action | _____ |

Local Childcare Coordinator Application Form

Name _____ Nickname _____
 Address _____ City _____ State _____ Zip _____
 Home phone _____ Work phone _____ Cell phone _____
 Email address _____ Fax _____

Cities/towns in a 30 mile radius _____

How soon can you start? ____/____ Airport nearest you? _____ Approx hours available/week? _____

Work Experience

Please attach a **resume and cover letter** explaining your qualifications for the Local Childcare Coordinator position.

Education/Academic Background (high school, post secondary, graduate level, etc.)

| <u>Institution</u> | <u>Field of study</u> | <u>Degree granted</u> | <u>Dates attended</u> |
|--------------------|-----------------------|-----------------------|-----------------------|
| | | | |
| | | | |
| | | | |

Describe your international, travel and/or cultural exchange experience(s).

Describe your experience or involvement within your community; how much opportunity will you have to network locally?

Describe your experience or involvement with sales and/or customer service.

Describe your experience with interviewing, conflict resolution & counseling on all levels, from public contact work to problem solving.

Employment Reference

In reference to the work experience listed on your resume, may we contact your current employer, if currently employed? _____

Contact information - Name of supervisor _____ Position _____

Phone _____ Email _____

Reason for leaving (if applicable) _____

Other Personal and Professional References

Name _____ Email _____ Phone _____

Occupation _____ Relationship to you _____ Years known _____

Name _____ Email _____ Phone _____

Occupation _____ Relationship to you _____ Years known _____

Name _____ Email _____ Phone _____

Occupation _____ Relationship to you _____ Years known _____

The information I have supplied on this application form and on my attached resume is accurate and complete to the best of my knowledge. I understand that any false statement or significant omission by me may disqualify me as a candidate for the position, or may be cause for dismissal is discovered at a later date. I hereby authorize Cultural Care Au Pair to investigate the information I have supplied on this application, and I understand that acceptance to the position of Local Childcare Coordinator is subject to acceptable background check and successful interviews, as applicable.

Applicant Name

Applicant Signature

Date

For office use only

References verified:

Reference name _____ Date _____ By email _____ By phone _____

Reference name _____ Date _____ By email _____ By phone _____

Reference name _____ Date _____ By email _____ By phone _____