



APPLICATION AND REFERENCE INSTRUCTIONS

- ✓ Please complete the employment application in its entirety. If you have any questions, please ask.
- ✓ We must have a total of 6 references: 3 written (professional) and 3 verbal (business/personal). (Examples of a business personal reference would include a pastor, mentor, teacher, coach, coworker, friend, etc. They should not include a spouse, family members, or anyone employed with the Children's Network).
- ✓ If you do not have 3 professional references due to limited work experience, please provide as many professional/business/personal references as you can.
- ✓ Out of the 3 written references, 1 must be your current or most recent employer (your supervisor or HR manager).
- ✓ Please include a working fax number, email address, or telephone number.
- ✓ If your previous employer does not provide employment verification, please notify us.
- ✓ The 3 verbal references (business personal) should contain a name, a telephone number, and years acquainted.
- ✓ All references will be contacted.
- ✓ All release forms must be signed and dated to properly ensure a timely response.
- ✓ If you are considered for employment, delays in reference responses may hold up the hiring process. Therefore, please provide references that will respond in an expedient manner.
- ✓ To ensure a quicker response time and a timely hire date, please notify your references in advance that we will be contacting them.
- ✓ Please note that we will not contact your current supervisor until an offer has been made, you have accepted, you have put in your notice, and you have notified us.