



## APPLICATION AND REFERENCE INSTRUCTIONS

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- ✓ Complete the employment application in its entirety. If you have any questions, please ask
- ✓ IMPORTANT: When completing the portion of the Application relating to Background Information, be advised that we will complete a Level II background screen, therefore please choose the correct responses
  - TIP: Regardless of what you may have been advised to check off, all criminal history records will be found in a Level II screen
- ✓ You must have a total of 3 references:
  - 3 written professional, such as former supervisors, Human Resources, professors, mentors; one of these must be your current or most recent employer (supervisor or HR manager)
  - References cannot be a spouse, family member, or anyone employed with Children's Network
  - Include a current telephone number for each reference
  - All references will be contacted
  - All release forms must be signed and dated to 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 timely hire date, we recommend that you notify your references in advance
- ✓ 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.