

Application For Employment

The Company is an equal opportunity employer. Applications are considered for employment without regard to race, color, creed, religion, age, sex, national origin, marital status, military status or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification.

PERSONAL INFORMATION

Date: _____ Daytime phone : _____

(Full Legal) Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Position applying for: _____

Expected Compensation: _____

Age Group Preference: _____

Are you over 18 years old? _____ Are you over 21 years old? _____

Are you available to work _____ Full Time _____ Part-Time _____ Temporary

Please list hours you are available below:

Monday	Tuesday	Wednesday	Thursday	Friday

Will you work overtime if requested? _____ Yes _____ No

On what date would you be available to start work? _____

Have you ever filed an application with the Company before? _____ Yes _____ No

If yes, give date _____

Have you ever been employed by the company before? _____ Yes _____ No

If yes, give date and reason for leaving _____

Are you a U.S. Citizen or an alien legally entitled to work in the position(s) for which you have applied? _____ Yes _____ No

Have you been convicted of a felony or misdemeanor (other than a minor traffic violation)? _____ Yes _____ No (Conviction will not necessarily disqualify applicant from employment)

If Yes, please explain: _____

Person who should be notified in case of emergency

(Name, Relationship, Address, Phone Number)? _____

PERSONAL REFERNCES

List the name, address, and telephone number of three references who are not related to you and are not previous employers.

Name: _____ Phone _____

Address: _____

Name: _____ Phone _____

Address: _____

Name: _____ Phone _____

Address: _____

EDUCATION

High School years completed 1 2 3 4 diploma received

College _____

EMPLOYMENT RECORD

Starting with your present or most recent job, list your employment experiences for at least the past 10 years relating to childcare first. You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment.

Employer	Employment dates	Kind of Work Performed:
Address	From To	
Telephone ()	Salary/Hourly Rate	
Job Title	Starting	Reason for leaving
Immediate Supervisor	Final	
Employer	Employment dates	Kind of Work Performed:
Address	From To	
Telephone ()	Salary/Hourly Rate	
Job Title	Starting	Reason for leaving
Immediate Supervisor	Final	
Employer	Employment dates	Kind of Work Performed:
Address	From To	
Telephone ()	Salary/Hourly Rate	
Job Title	Starting	Reason for leaving
Immediate Supervisor	Final	

May the company contact the employers listed above? Yes No

If no, indicate which one (s) you do NOT wish the company to contact, and state the reason why you prefer that we do not contact the employer(s).

GENERAL INFORMATION

STANDARD QUESTIONS

Use **THREE WORDS** that describe your personality.

What importance do they play in teaching young children?

What is your personal philosophy of a childcare program?

What makes a successful childcare program?

What are your special skills, talents and abilities that you would bring to this program?

Applicant's Statement

(Please indicate that you have read and you understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph)

_____ I certify that this application was completed by me and that all entries on it and all information in it are TRUE and COMPLETE to the best of my knowledge. In the event of employment, I understand that any false, misleading inaccurate or omitted information in my application may result in discharge.

_____ I authorize the Company, or its agents, to investigate the statements contained in this application, including interviewing the personal references and past employers listed . This inquiry may include information as to my character, general reputation, and personal characteristics, as well as information about my work performance and workplace conduct.

_____ I hereby release all parties, including but not limited to, the Company, its agents and employees, my personal references, medical providers and previous employers, from any and all liability for any injury or damage, or claim thereof, resulting from furnishing any information to the Company concerning me or any action based on any such information.

_____ I agree to submit to a medical examination, including drug testing and understand that any offer of employment is contingent upon the results of that examination.

_____ I hereby authorize any doctor, hospital, clinic, laboratory, or other medical facility to furnish any medical information regarding me as may be necessary for the consideration of this application. I understand that this consent of releasing medical records is revocable, in writing, by me at any time.

_____ I understand that according to federal law, all individuals who are hired must, as a condition of employment produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment by the Company would be contingent upon my ability to produce the required documentation within the time period required by law.

_____ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment relationship is for no fixed period of time and is terminable at any time and for any reason by the Company or by me. I further understand that statements which may be contained in policies, practices, handbooks, or other Company material do not create any guarantee of employment and the Company has the right to modify, amend or terminate policies, practices, benefits plans or other programs within the limits and requirement imposed by law. I understand that no representative of the Company has the authority to enter into any agreement for any specific period of time or make any agreement contrary to the foregoing.

Signature of Applicant _____ Date _____