



Application for Employment

We Are an Equal Employment Opportunity Employer

APPLICANT'S STATEMENT: I understand that the Center is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex or gender, pregnancy or pregnancy-relation conditions, religion, genetic information, disability - mental and physical including HIV and AIDS, military and citizenship or service member status or any other category protected by federal, state, or local law.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give the Center or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that may result from furnishing same to the Center. I also authorize the Center to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information.

I certify that I do not use illegal drugs. I understand that the Center reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to the Center or its designee. I release the Center and its designee from any and all liability and damages that may result or arise from any drug test or the provision of information in connection with such a test.

I understand that specific laws, regulations and rules apply to the Center's operation and I agree to comply with all such applicable laws, regulations and rules. I also agree to comply with all applicable laws, regulations and rules that may apply to my own initial certification and continued certification to work for the Center.

I understand that this employment application and any other Center documents are not promises of employment. **SHOULD I BE EMPLOYED, I UNDERSTAND THAT MY EMPLOYMENT WILL BE ON AN AT-WILL BASIS. I FURTHER UNDERSTAND THAT, IF I AM EMPLOYED, I CAN TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE AND WITH OR WITHOUT ADVANCE NOTICE AND THAT THE CENTER HAS A SIMILAR RIGHT.** I understand that no manager, representative, or agent of the Center has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, except that the owner may do so in writing.

I certify that the information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the Center's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I certify that I have received a separate written notification that the Center may obtain a consumer report on me for use in connection with my application and, if I am hired, my employment with the Center. I authorize the Center to obtain this report.

This application will be considered "active" for a maximum of thirty (30) days. If you wish to be considered for employment after that time, you must reapply.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THESE STATEMENTS.

Applicant's Signature _____ Date: _____

Each inquiry on this application must be fully answered or completed. Otherwise, you will not be considered for employment.



PERSONAL DATA

Last Name		First Name		Middle Name	
Present Address Street and Number City, State, Zip			How long have you lived there? Years _____ Months _____		
Previous Address Street and Number City, State, Zip			How long have you lived there? Years _____ Months _____		
Telephone Number(s)			E-mail:		
Social Security Number			Date of Birth:		

JOB PREFERENCE

Position Desired ("Any" is not an acceptable response):

Director
 Assistant Director
 Lead Teacher
 Teacher
 Substitute
 Chef
 Bus Driver
 Other: _____

Employment Desired: Full-Time Part-Time Temporary

What age group do you prefer? _____

When are you available for work? _____

Salary/Wage Expected: \$ _____ per: _____

Do you have any commitments to any other employer which may affect your employment? Yes No

If yes, explain:



PREVIOUS EMPLOYMENT (Please go back at least 10 years; use additional pages if necessary)

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Include part-time and seasonal employment. If self-employed, give firm name and supply business references. DO NOT ANSWER "SEE RESUME." Fill out this form completely.

Employer 1		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor Name & Title			
Reason for Leaving				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer 2		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor Name & Title			
Reason for Leaving				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer 3		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor Name & Title			
Reason for Leaving				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No



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Employer 4		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor Name & Title			
Reason for Leaving				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

If hired, can you provide proof that you are legally entitled to work in the U.S.? Yes No

If not, what steps must be taken for you to begin employment lawfully?

Please explain fully any gaps in your employment history. Be sure to account for all periods of time including military service and any period of unemployment. You may use an extra sheet of paper, if necessary.

Have you ever been terminated or asked to resign from any job? Yes No

If yes, please explain circumstances:

Do you have any friends or relatives working at this Center? Yes No If yes, Name(s) and Relationship:

Have you ever worked for this Center? Yes No

Have you ever applied to work for this Center? Yes No

If yes to either of the above inquiries, please give dates and position:

Have you ever used another name? Yes No

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? If yes, please explain.



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Do you have adequate transportation to get to and from work on a reliable and consistent basis? Yes No

How were you referred to us? Friend Relative Advertisement Internet State employment agency. Private employment agency Other

Do you have any children who will attend this Center? Yes No

If yes, list age and grade of each child:

EDUCATION

Education	Years Completed (Circle)	School Name & Location (City, State)	Describe Course of Study or Major	Describe Specialized Experience, Training, Skills, and Extra-Curricular Activities
High School	9 10 11 12			
College/University	1 2 3 4			
Graduate/Professional	1 2 3 4			
Trade or Correspondence				

Is your CPR certificate current? Yes No

Are you current in First Aid Training? Yes No

Do you hold any certificates for childcare training? Yes No.

If so, please list them and attach copies, if available:

List any other professional designations, certifications, licenses, or courses that may be applicable to the position for which you are applying:



CRIMINAL BACKGROUND

Have you ever plead no contest, nolo, or guilty to a crime, or been convicted of a crime (other than minor traffic offenses)? Yes No

Have you been arrested for any matters for which you are currently out on bail or on your own recognizance pending trial? Yes No

Are any charges currently pending against you? Yes No

Has any adjudication ever been withheld? Yes No

NOTE: Answering “yes” to the preceding questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pretrial or post trial diversion programs, and misdemeanor marijuana-related offenses that occurred over two years ago in answering these questions). If you answered yes to any of the preceding questions, please give dates and details (feel free to use another sheet of paper):

SOCIAL MEDIA

Facebook		Instagram	
Twitter		Snapchat	
Other		Other	

OTHER INFORMATION

What is your philosophy in educating preschool children?

What is you experience with children? Indicate ages of children, duties, dates worked, reason for leaving. (Include volunteer experience with children, if applicable)

Please describe any other experience or skills that you have that you believe would be relevant to the job for which you are applying.



INSERT FOR ALL DRIVERS ONLY (Complete only if driving is an essential function of the job for which you are applying).

NOTE: Drivers who are applying for a job that requires a CDL as an essential requirement are required to complete a more detailed "Supplemental Drivers Information Form".

Do you have a current valid driver's license? Yes No

If yes, License No.: _____ State: _____ Expiration Date: _____

If you do not have a driver's license for the state in which you currently reside, why not?

Has your license ever been suspended or revoked? Yes No

If yes, explain:

Do you have personal automobile insurance? Yes No

If no, explain:

Have you ever been denied personal automobile insurance, or has it ever been terminated or suspended?

Yes No If yes, explain:

Have you ever been convicted, pled guilty, or pled nolo to a charge of DWI or DUI? Yes No

Are any such charges currently pending against you? If yes to either question, explain:

Offense	Date	Location	Comments