

FOR OFFICE USE ONLY

Start Date:

Location:

Rate:

APPLICATION FOR EMPLOYMENT

*Qualified applicants are considered for employment without regard to race,*

*Color, religion, sex, national origin, age, disability, marital, or veteran status.*

**PERSONAL INFORMATION** (Please PRINT clearly)

|  |  |
| --- | --- |
| Last Name, First Name | SSN |
| Street Address | City | County | State | Zip Code |
| Email | Home Phone Number | Mobile Phone Number |

|  |
| --- |
| Are you OVER 18 years of age? Yes No |
| Are you legally eligible for employment with us? Yes No PROOF REQUIRED UPON EMPLOYMENT |
| Have you ever been arrested/convicted of a crime, other than traffic violations? Yes No CRIMINAL BACKGROUD CHECK REQUIRED UPON EMPLOYMENT |

**POSITION INFORMATION**

|  |
| --- |
| **Employment Type Desired: (circle one)** Assistant Teacher Substitute Cook Administrator |
| **Employment Type Desired:**Full Time Part Time | **Date Available to Work:** | **Expected Pay:** |
| **How were you referred**Advertisement Referral Other: |
| **Have you ever applied here before?** **Yes No** | **If yes, indicate month, year, and position.** |

**EDUCATION *PROOF REQUIRED***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School** | **Name & Location** | **Course of Study** | **Years Completed** | **Did you Graduate?****Yes/No** | **Degree or Diploma** |
| High School |  |  |  |  |  |
| College |  |  |  |  |  |
| Graduate |  |  |  |  |  |
| Business/TradeTechnical |  |  |  |  |  |

**EXPERIENCE** (complete or attach resume)

Start with your present or most recent job.

|  |  |  |
| --- | --- | --- |
| **Employer:** | **Work Performed:** | **Dates Employed:** From: To:  / |
| **Address:** |
| **Phone #:** | **Name or Supervisor:** | **Hourly Rate/ Salary** |
| **Job Title:** |
| **Reason for Leaving:** | **May we contact your current employer?**Yes No |

|  |  |  |
| --- | --- | --- |
| **Employer:** | **Work Performed:** | **Dates Employed:** From: To:  / |
| **Address:** |
| **Phone #:** | **Name or Supervisor:** | **Hourly Rate/ Salary** |
| **Job Title:** |
| **Reason for Leaving:** | **May we contact your current employer?**Yes No |

**SKILLS/CERTIFICATIONS**

|  |  |
| --- | --- |
| **If hired you will need to provide copies of these certificates:**(please check all certifications you have received)**\_\_\_\_ Preschool Teacher (90 Hour) Certificate****\_\_\_\_ Infant/ Toddlers (45 Hour) Certificate****\_\_\_\_ Current First/CPR Certification****\_\_\_\_ Medication Administration****\_\_\_\_ Developmental Screening Overview****\_\_\_\_ ADA Certification \_\_\_\_ Breast Feeding Awareness****\_\_\_\_ 9 Hour Communication** | **Other Skills or qualifications you feel are relevant:** |

**REFERENCES:**

|  |  |  |
| --- | --- | --- |
| **1.Name:** | **Occupation:** | **Relation to you:** |
| **Address:** | **Phone:**  |
| **1.Name:** | **Occupation:** | **Relation to you:** |
| **Address:** | **Phone:**  |

**I affirm that the information I have given herein is true and correct to the best of my knowledge. If you employ me, any misstatement or omission of fact on this application may result in dismissal.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signature**