

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/Trade  Technical |  |  |  |  |  |

**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**