

It is our policy to provide equal employment opportunities to all qualified persons with regard to all terms and conditions of employment. We comply with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age, sex or any other protected characteristic. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

For Office Use Only	
start date _____	no hire _____
declined _____	background <input checked="" type="checkbox"/> mailed _____
packet given _____	hourly rate _____
Attachments	
__ resume	__ reference <input checked="" type="checkbox"/> __ interview form
_____	interviewed by _____ date _____



Application for Employment

Part- Time Full-Time

Date: _____

Are you at least 18 years of age? Yes / No

Name _____ Phone Hm _____ / Cell _____

Address _____ City _____ State ____ Zip _____

Date you can begin work:	Hours available (Monday-Friday):
Are you employed now? Yes / No	May we contact your present employer? Yes / No

Have you ever been convicted of any crime or have pending criminal actions against you?
 Yes / No If yes, please describe in detail:

Do you have a legal right to be employed in the U.S.? Yes / No (proof is required)

Education	Name & Location of School	# Years	Subject Studied	Diploma/Degree
High School				
College				
Trade/Business				

Special Training or Skills:
(related to the job for which you are applying)

Former Employers: List the most recent first. Explain gaps between employment, i.e. volunteer work, homemaker, etc.

From	To	Employer Name, Address & Phone #	Salary	Position	Reason For Leaving

References: Give the names of three persons not related to you, whom you have known at least one year.

Name	Address	Relationship to You	Phone #	Years Acquainted

Referral Source (circle): Ad Friend Relative Walk-in Banner Other: _____

'Where learning and loving go hand in hand...'

Applicant Certification, Agreement, and Release

(Please initial after each item and sign below)

I hereby certify that all the information given is true, correct and complete. I agree that if any information is found to be false, it could result in my application being rejected, and if I am employed, my employment may be terminated, whenever it is discovered. _____

I expressly authorize, without reservation, this company, its representatives, employees or agents to verify the accuracy of all the information provided in this application, resume, or job interview and to thoroughly investigate any aspect of my prior educational and employment history. I authorize my former employers and any other person, all references, schools, organizations, entities, firms or corporations to release information, answer all questions asked concerning my past work history and general character without giving me prior notice of such disclosure. I further release and hold harmless any and all companies and individuals, along with this Company and its employees and representatives from any and all claims, demands, damages, and liability in connection with having furnished and/or use of such information or disclosure. Any information released will be viewed only by those involved in the hiring decision. _____

I agree that, if I am employed by this Company, sometime in the future some potential employer may contact this Company or its representatives concerning my work record and/or performance. I hereby consent to and authorize persons employed by this Company to divulge any and all information they consider relevant to any person representing themselves to be an employer or potential employer of mine with respect to my work record and/or performance of my job. _____

In consideration to my employment I agree to conform to the Company’s rules and regulations. I understand that employment policies and procedures which are issued are conditions of employment and that the employer may revise policies or procedures in whole or in part at any time. I agree to abide by all present and any subsequently issued rules and policies. _____

Pre-service Training, TB test, CPR and First Aid are prerequisites for employment with this Company. Proof of certification is required. _____

I understand, as a condition of the application process, that by signing this application I acknowledge my understanding and consent to perform a criminal history/background check, records check and any updated reports of my background. I understand that any offer of employment is contingent upon successfully passing a criminal history review, any interviews and/or satisfaction of all state licensing requirements. Additionally, verification of an acceptable motor vehicle driving record may be required for applicable job categories. I understand that an outside firm of the company’s choice may be used. I hereby unconditionally release this Company and any local, state, and federal bureau, agency and department and their agents, employees, officers or directors from any and all liability in any way related to or arising from the provisions or utilization of such records. _____

Furthermore, I understand that if I am hired, employment with this company is “at-will”. I recognize that employment with this Company is not for a specific term and can be terminated by me or the Company at any time, for any reason, with or without cause. I understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract, that no employment is being offered. I understand that any oral or written contracts to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. I also understand and agree that the terms and conditions of my employment, wages and benefits may be changed, with or without cause and/or notice at anytime by the company. _____

I understand that proof of identity and legal eligibility for employment will be required upon employment. I understand that this Company is a drug-free employer and has a policy which may include, but is not limited to, pre-employment screening, as well as random, post-accident, and “reasonable suspicion” drug testing. _____

I also understand and agree that if hired, in the performance of my duties as an employee, I must hold in confidence any and all information that I come in contact with regarding my employer or its business. _____

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. I agree that a copy of this Agreement and Certification shall be as valid as the original. _____

Do not sign until you have carefully read the above application statement

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from anyone and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

Signature of Applicant

Printed Name

Date

Assessment Profile

Name _____

Briefly answer the following questions:

1. What have been your most significant achievements? _____

2. What motivates you? _____

3. What do you want from your next position that you do not have now? _____

4. What sort of things irritate you the most? _____

5. What can you do for Little Munchkins? How would you be valuable to us? _____

6. Why are you in the job market? _____

7. What range of wages are you expecting from this position? _____

8. What are some of your work habits? _____

9. If you worked in a 2 year old class and a child bit another child, how would you handle the situation? _____

10. What preparations would you make for a "Cinco de Mayo" celebration? _____

11. What is a Caldecott award? _____

12. Who is Curious George? _____