

Date of Application: \_\_\_/\_\_\_/\_\_\_

## *Elizabeth's Early Learning Center Application for Employment*

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

- I am applying for the following position(s): (check all that apply)  
\_\_\_\_ teacher    \_\_\_\_ substitute teacher    \_\_\_\_ office    \_\_\_\_ cook
  - If applying for teaching position, which age levels do you prefer? (check all that apply)  
\_\_\_\_ Infants    \_\_\_\_ Toddlers    \_\_\_\_ Preschoolers    \_\_\_\_ No preference
  - What type of employment are you seeking?  
\_\_\_\_ Full time (40 Hours)    \_\_\_\_ Part time (up to 30 Hours)    \_\_\_\_ Either
  - When would you be able to begin employment?  
\_\_\_\_ Immediately    \_\_\_\_ Within two weeks    \_\_\_\_ Other (please specify)
  - Are you 18 years of age or older and are you able to provide proof of eligibility to work in the United States?    \_\_\_\_ Yes    \_\_\_\_ No
  - Have you ever filed an application with us before?  
\_\_\_\_ No    \_\_\_\_ Yes (Date: \_\_\_/\_\_\_/\_\_\_)
  - Have you ever been employed by us before?  
\_\_\_\_ No    \_\_\_\_ Yes (Date: \_\_\_/\_\_\_/\_\_\_)
  - Are you currently employed?    \_\_\_\_ Yes    \_\_\_\_ No
- If yes, may we contact your current employer?    \_\_\_\_ Yes    \_\_\_\_ No
- Have you been convicted of a felony within the last 7 years?    \_\_\_\_ Yes    \_\_\_\_ No

*(Conviction will not necessarily disqualify you from work.)*

If yes, please explain:

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## Educational Background

High School name: \_\_\_\_\_

Year of graduation or highest grade level completed: \_\_\_\_\_

If you did not complete high school, do you have a GED?  Yes  No  N/A

College/University:

School name: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ Major/Minor: \_\_\_\_\_ Degree: \_\_\_\_\_

College/University:

School name: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ Major/Minor: \_\_\_\_\_ Degree: \_\_\_\_\_

Other education: \_\_\_\_\_

Have you taken courses in child development?  Yes  No

Have you taken courses in child care?  Yes  No

Have you taken courses that lead to a child development associates degree (CDA)?  Yes  No

Other early childhood education: \_\_\_\_\_

Are you able to demonstrate physical stamina including the ability to (a) lift and hold a child, (b) run after a child, (c) sit on the floor, and (d) quickly stand from a seated position?  Yes  No

If no, please explain: \_\_\_\_\_

## Professional References: [Provide contact information for 3 references]

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Relationship (e.g., boss, supervisor, co-worker): \_\_\_\_\_

Phone number (with area code): \_\_\_\_\_

Email address: \_\_\_\_\_

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Relationship (e.g., boss, supervisor, co-worker): \_\_\_\_\_

Phone number (with area code): \_\_\_\_\_

Email address: \_\_\_\_\_

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Relationship (e.g., boss, supervisor, co-worker): \_\_\_\_\_

Phone number (with area code): \_\_\_\_\_

Email address: \_\_\_\_\_

## Employment History

Start with your present or last job. Include any job-related military service assignments and voluntary activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status.

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Employer: \_\_\_\_\_ Dates Employed: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Title/Position: \_\_\_\_\_ Hourly Rate/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Dates Employed: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Title/Position: \_\_\_\_\_ Hourly Rate/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Dates Employed: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Title/Position: \_\_\_\_\_ Hourly Rate/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Write a paragraph describing your special skills and qualifications for this position:

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Name of friends or relatives employed at Elizabeth's Early Learning Center: \_\_\_\_\_

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**Applicant's Statement:**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application shall be considered active for a period of six months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law any employment relationship with this organization is an "at will" nature which means that the employee may resign at any time and the employer may discharge the employee anytime with or without cause. It is further understood that this "at will" employee relationship may not be changed by written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false and misleading information given in my application or interview(s) may result in immediate discharge. I understand, also, that I am required to abide by all rules and regulations listed in the employee handbook.

**All new hires are required to undergo a criminal background check and drug test. Failure to submit to either will result in suspension or termination.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_