Application for Employment

**Personal Data**

Date Social Security Number

Last Name First Name Middle Initial

Home Phone Cell Phone

Home Address

City State Zip Code

Email Address

If employed, can you provide proof of U.S. Citizenship? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

Position(s) applied for

Referred by

**Education Record**

High School

Address Dates Attended

Degrees or Diplomas

College/University

Address Dates Attended

Degrees or Diploma

Trade or Technical School

Address Dates Attended

Degrees or Diplomas

**Military Service**

Branch of Service Dates of Service

Duties/Special Training

**Employment History**

*Begin with most recent employer. Attach an additional sheet if needed.*

Employer 1Dates of Employment

Address

City State Zip Code

Phone Beginning Salary Ending Salary

Position/Duties

Manager’s Name

Employer 2Dates of Employment

Address

City State Zip Code

Phone Beginning Salary Ending Salary

Position/Duties

Manager’s Name

Employer 3Dates of Employment

Address

City State Zip Code

Phone Beginning Salary Ending Salary

Position/Duties

Manager’s Name

Have you ever been convicted of a crime (other than traffic violations) or been imprisoned during the last seven years? A conviction will not necessarily bar you from employment. \_\_\_\_\_Yes \_\_\_\_\_No

Explain.

Do you have any physical or mental disabilities that may limit your performance in the job you are applying for? If so, what can be done to accommodate your limitation?

**References**

*List three professional references that are familiar with the quality of your work, have worked directly with, and have known you at least two years.*

Reference 1

Work Phone Home Phone

Address

City State Zip Code

Relationship

Reference 2

Work Phone Home Phone

Address

City State Zip Code

Relationship

Reference 3

Work Phone Home Phone

Address

City State Zip Code

Relationship

**Additional Employment Information**

*The additional information contained on this form will provide Little Treasures Learning Center with information necessary to screen its applicants and assist in matching applicants with available employment positions.*

* Are you interested in full or part time employment? Full Part
* Below are some samples of shifts that may be available. Please circle any shift you may be interested in.

6 AM – 230 PM 7:30 AM – 4 PM 8 AM – 430 PM

8:30 AM – 5 PM 9 AM – 530 PM 9:30 AM – 6 PM

10 AM – close Split shift Any available

* What age groups have you had experience working with?

Infants and young toddlers 1 and 2 year olds 3 year olds

4 year olds 5 year olds and older

* What age group do you prefer to work with? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Final Statement**

I understand and agree that:

1. Any material misrepresentation or deliberate omission of a fact in my application may be justification for, refusal of, or if employed, termination of employment.

2. It is my understanding that the company will make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.

3. Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions necessary: overtime, shift work, a rotating work schedule, and required evening staff meetings. I understand and accept these as conditions of my continuing employment.

4. I further understand that this is an application for employment and that **no employment contract** is being offered.

5. I understand that if I am employed, such employment is for an indefinite period of time and that the

company can change wages, benefits, and conditions at any time.

**I have read and understand the above.**

**Signature Date**

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