



Employment Application

PERSONAL INFORMATION

Name: Last _____ First _____ Middle _____ Date _____

Street Address _____

City _____ State _____ Zip _____

Telephone _____ Social Security # _____

Driver's License # _____ Driver's License Class _____

Position applying for? _____

How did you hear of this opening? _____

When can you start _____ Desired Wage \$ _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis?

Yes No

Are you looking for full time employment?

Yes No

If no, what hours are you available?

Do you have any physical, mental or personal conditions that would limit your ability to perform the work required of you and/or limit the time you can spend at work?

Yes No If yes, please describe: _____

Have you ever been convicted of a felony?

Yes No If yes, please describe: _____

Do you object to being fingerprinted?

Yes No If yes, please describe: _____

EDUCATION

	School Name	Location (City & State)	Certificate, Diploma or Degree Earned	Years Attended
High School				From: To:
College				From: To:
Other				From: To:

In addition to your education:

Have you had CPR Training in the past two years?

Yes No Expiration Date _____

Have you had First Aid Training in the past three years?

Yes No Expiration Date _____

Please list any additional childcare and education courses you have taken.

Attendance Dates _____ Expiration Dates _____

Attendance Dates _____ Expiration Dates _____

Attendance Dates _____ Expiration Dates _____

Please list any other experiences you have related to early childhood development.

EMPLOYMENT HISTORY

Company Name _____
Address _____ Telephone _____
Date Started _____ Starting Wage _____
Date Ended _____ Ending Wage _____
Name of Supervisor _____ May we contact? Yes No
Responsibilities _____
Reason for leaving _____

Company Name _____
Address _____ Telephone _____
Date Started _____ Starting Wage _____
Date Ended _____ Ending Wage _____
Name of Supervisor _____ May we contact? Yes No
Responsibilities _____
Reason for leaving _____

Company Name _____
Address _____ Telephone _____
Date Started _____ Starting Wage _____
Date Ended _____ Ending Wage _____
Name of Supervisor _____ May we contact? Yes No
Responsibilities _____
Reason for leaving _____

REFERENCES:

Please list two Professional References

1. Name _____ Occupation _____
Address _____ Phone _____

2. Name _____ Occupation _____
Address _____ Phone _____

DISCLOSURES:

I have never been found by a court or jury, department of investigation or other reliable evidence to have abused, neglected or deprived child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct.

Applicants Signature _____ Date _____

It is my understanding that the first 90 days of my employment are introductory with the first week being a trial period. During this introductory period, if my work and services have not proved satisfactory, my employment may be discontinued at will, without prejudice or recourse. Upon satisfactory completion of the initial 90-day introductory period, understand I will enter the "regular" employment status. In the event I should terminate my employment, I agree to file my resignation two weeks prior to the effective date.

Applicants Signature _____ Date _____

I agree to provide, if requested, documentation of any of my education, training, and/or experience. I authorize WOODCHASE ACADEMY to inquire as to my record with any or all persons, including my former employers. In the event of my employment with WOODCHASE ACADEMY, I agree to comply with the rules and regulations and policies and procedures governing my employment. I certify that the information contained on this application is correct to the best of my knowledge. I understand that any information, including information regarding my my qualifications, that is falsely represented or that any information discovered contrary to that stated can and will result in immediate termination.

Applicants Signature _____ Date _____

WOODCHASE ACADEMY is an equal opportunity employer and does not discriminate based on race, color, creed, ancestry, sex, handicap or national origin.

DO NOT WRITE BELOW THIS LINE

Results of Applicant's Interview _____

Date to Start _____ Status _____

Program _____ Position _____ Replaces _____

Rate of Pay _____ Remarks _____

Signed _____ Date _____