



Little Learners Early Childhood Center, Inc.

Employment Application

Little Learners Early Childhood Center, Inc. is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, age, disability, national origin or any other legally-protected status, unless such status constitutes a *bona fide* occupational qualification. Little Learners Early Childhood Center, Inc. will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities and for religious beliefs. *Please complete all questions. Failure to answer all questions may result in disqualifying your application.*

Section 1: Personal Information (please print)

Last Name		First Name		Middle Initial	
Address (Street/P.O. Box)		City	State	Zip Code	County
()	()				
Home Telephone	Cell Telephone	SS#			

Section 2: Employment Information

Position applying for (check appropriate box): Assistant Teacher Lead Teacher Other(s): _____

Are you 18 years of age or older? Yes No

Do you have a High School Diploma or GED? Yes No If yes, please list education institute awarding high school diploma or GED: _____

Are you legally authorized to work in the United States? Yes No

Salary or wage expected for the position you are applying for \$ _____ (per hour)

What shifts are you available to work: Day Evening

What date will you be available for work? _____

Section 3: Criminal History

(A conviction, plea, or pending charges will not necessarily disqualify you from consideration for employment. The effect of a conviction, plea, or pending charges will be assessed with respect to time, circumstances, seriousness or the offense, and job responsibilities and duties. However, your failure to list a conviction will disqualify you from consideration for employment or will result in termination of employment if subsequently discovered.)

Have you ever been convicted of or pled guilty to a felony or misdemeanor other than a minor traffic-relation infraction?
 Yes No If yes, state the nature of the conviction or plea, the date, the court, and the jurisdiction

Conviction	Plea	Conviction Date	Court	Jurisdiction

Section 3: Criminal History (Continues)

Do you have any **pending** charges for a felony other than a minor traffic-related infraction?

Yes No If yes, state the nature of the pending conviction or plea, the date, the court, and the jurisdiction

Pending Charges	Date	Court	Jurisdiction

Section 4: Reference Information

List three personal references (non-family members)

Name	Relationship	Phone# ()
Name	Relationship	Phone# ()
Name	Relationship	Phone# ()

Section 5: Education/Training

Name of High School	City, State	Major/Degree	Years Completed	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of College/University	City, State	Major/Degree	Years Completed	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Trade/Business School	City, State	Major/Degree	Years Completed	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No

Section 6: Professional Licenses, Registrations, and/or Certifications

Professional License:

Type	Date Issued (mo/day/year)	Expiration Date (mo/day/year)	Institution (ex: college, trade school, state agency)

Section 7: Employment History: Starting with your present or most recent job, list all your employment experience, including part-time or temporary employment for the past 5 years. RESUMES MAY BE SUBMITTED, BUT WILL NOT BE ACCEPTED IN PLACE OF THE INFORMATION REQUESTED BELOW.

<p><i>Employer:</i> _____</p> <p><i>Address:</i> _____</p> <p><i>Telephone:</i> _____</p> <p><i>Job Title:</i> _____</p> <p><i>Immediate Supervisor:</i> _____</p>	<p><u>Employment Dates:</u></p> <p>From: _____</p> <p>To: _____</p> <p><u>Salary/Hourly Rate</u></p> <p>Starting: _____</p> <p>Final: _____</p>	<p><u>Work Performed:</u></p> <p><u>Reason for Leaving:</u></p> <p><input type="checkbox"/> Discharged</p> <p><input type="checkbox"/> Voluntary Resignation</p> <p><input type="checkbox"/> Involuntary Resignation</p>
<p><i>Employer:</i> _____</p> <p><i>Address:</i> _____</p> <p><i>Telephone:</i> _____</p> <p><i>Job Title:</i> _____</p> <p><i>Immediate Supervisor:</i> _____</p>	<p><u>Employment Dates:</u></p> <p>From: _____</p> <p>To: _____</p> <p><u>Salary/Hourly Rate</u></p> <p>Starting: _____</p> <p>Final: _____</p>	<p><u>Work Performed:</u></p> <p><u>Reason for Leaving:</u></p> <p><input type="checkbox"/> Discharged</p> <p><input type="checkbox"/> Voluntary Resignation</p> <p><input type="checkbox"/> Involuntary Resignation</p>
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May we contact the employers listed above? Yes No If no, indicate which one(s) you do NOT wish us to contact and provide the reason why you prefer that we contact the employer(s)? _____

Have you ever been discharged, permitted to resign rather than be discharged, or asked to resign from any position? Yes No If yes, please state the employer and the reason for the discharge or resignation: _____

Section 8: Consent and Agreements

I hereby consent to a release of information from law enforcement agencies, the criminal justice system, be it federal, state or local to the Little Learners Early Childhood Center, Inc. of any prior criminal history, arrest record or Child Protection Service History.

I authorize Little Learners Early Childhood Center, Inc. to contact my references, current and past employers and release all parties from liability for damage(s) that may result from furnishing information concerning my current and/or present employment and any pertinent information they may have, personal or otherwise.

Applicant Signature: _____ Date: _____