

Employment Application

Please print or type all information.

Date: _____

Name: _____

Telephone: _____

Address: _____

Cell Phone: _____

Social Security Number: _____ Driver's License Number: _____

Are you at least 18 years of age? Y / N (circle one) Desired number of weekly work hours: _____

Desired Position: _____ Email: _____

Desired Start Date: _____ Desired Salary: _____

High School

Name: _____

Address: _____

Date Graduated: _____

College or Technical School

Name: _____

Address: _____

Dates of Attendance: _____ Major: _____

Date Graduated: _____ Degree: _____

Other Educational Institutions

Name: _____

Address: _____

Dates of Attendance: _____ Major: _____

Date Graduated: _____ Degree: _____

Are you planning to further your education? Yes ____ When? _____ No plans ____

Have you had CPR Training within the past two years? Y / N (circle one)

Have you had First Aid training within the past three years? Y / N (circle one)

List any participation in child care training courses and experiences related to early childhood development. List any experiences you have had working with groups of children. Include dates of attendance and expiration dates of any certifications.

List any educational or professional organizations to which you belong:

Do you have any special talents? Include any musical instruments that you can play:

Describe any physical or personal limitations on the type of work you are capable of performing that may interfere with your capability to work with children at school or the amount of time you can spend at work. _____

I am not suffering from any physical handicap or mental health disorder which would interfere with my ability to perform adequately the job duties of providing for the care and supervision of the children in my care.

This ____ day of _____, 2____.

Applicant's Signature

References

Please list two references, not including relatives or former supervisors.

Name: _____

Phone: _____

Address: _____

Name: _____

Phone: _____

Address: _____

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Employment History

Start with your most recent employer.

Employer: _____ Phone: _____

Address: _____

Start Date: _____ End Date: _____

Position and Duties: _____

Reason for Leaving: _____

Supervisor's Name: _____

May we contact your current employer? Y / N (circle one)

Employer: _____ Phone: _____

Address: _____

Start Date: _____ End Date: _____

Position and Duties: _____

Reason for Leaving: _____

Supervisor's Name: _____

Employer: _____ Phone: _____

Address: _____

Start Date: _____ End Date: _____

Position and Duties: _____

Reason for Leaving: _____

Supervisor's Name: _____

Have you ever been arrested?

No ____ Yes ____

Are you available for ____ full time ____ part time employment? On what basis?

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

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

I understand that I will be subjected to a criminal background check that may include submitting a fingerprint record. I understand that I may be subjected to a credit check. I further understand that I may be subjected to a motor vehicle record check. I authorize any and all parties to respond to background inquiries made by Legacy Academy by disclosing personal information about myself to Legacy Academy.

I agree to provide, if necessary, documentation of any of my education, training, and/or experience. I authorize Legacy Academy to inquire as to my record with any or all persons including former employers. In the event of my employment with Legacy Academy, I agree to comply with the rules and regulations 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 qualifications, that is falsely presented or any information discovered contrary to that stated can and will result in immediate termination.

Applicant's Signature: _____ Date: _____

Legacy Academy has adopted a nondiscrimination policy in which all employment applications and admissions are to be made without regard to race, color, creed, ancestry, sex, handicap or national origin.

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Start Date: ____/____/____

Position: ____/____/____

Salary: _____

Remarks: _____

This ____ day of _____, 2____.

Director

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