



EMPLOYMENT APPLICATION

Date _____

Name _____ Phone # _____

Address _____

Social Security # _____ Are you at least 18 years of age? _____

Position applied for _____ Full-time _____ or Part-time _____

When could you report to work: _____ Hours Available: _____

Minimum acceptable rate of pay? _____

High School or G.E.D _____ Date graduated _____

College or Technical School _____ Major _____

Dates of attendance _____ Degree _____

Other educational institutes attendaed _____ Major _____

Dates of attendance _____ Degree _____

Are you planning on furthering yout education _____ Yes _____ No If Yes, when? _____

Have you had CPR/ First Aid training within the past two years? _____ If Yes, expiration date _____

What other child care courses have you had? _____

Do you have any other experiences related to early childhood development? _____

Please list any special talents that you have? _____

Do you like music? _____ Do you like to sing? _____

What are you hobbies? _____

What do you like to do for recreation? _____

To what educational or professional organizations do you belong? _____

EMPLOYMENT HISTORY

1. Employer _____ Dates from _____ to _____
Address _____ Phone # _____
Position and duties _____
Rate of pay \$ _____ per _____ Reason for leaving _____

2. Employer _____ Dates from _____ to _____
Address _____ Phone # _____
Position and duties _____
Rate of pay \$ _____ per _____ Reason for leaving _____

3. Employer _____ Dates from _____ to _____
Address _____ Phone # _____
Position and duties _____
Rate of pay \$ _____ per _____ Reason for leaving _____

May we contact your current employer for reference? _____

REFERENCES

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

1. Name _____ Occupation _____
Address _____ Phone # _____

2. Name _____ Occupation _____
Address _____ Phone # _____

PHYSICAL RECORD

Are there any physical or personal limitations on the type of work you can do with children at the school or the amount of time you can spend? _____ NO _____ YES

If YES, describe _____

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

Applicant's Signature _____ Date _____

MISCELLANEOUS

Have you ever been convicted of a crime or felony? _____ NO _____ YES

If YES, describe _____

Do you object to being fingerprinted? _____ NO _____ YES

Please give your driver's license number and class of license _____

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

Applicant's Signature _____ Date _____

It is my understanding that the first ninety days of 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 ninety day introductory period, I understand I will enter the "regular" employment status. In the event that I should terminate my employment, I agree to file my resignation two weeks prior to the effective date.

Applicant's Signature _____ Date _____

I agree to provide, if requested, documentation of any of my education, training and/ or experience. I authorize WOODHAVEN ACADEMY to inquire as to my record with any or all persons, including my former employers. In the event of my employment with WOODHAVEN 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 regarding my qualifications, that is falsely represented or that any information discovered contrary to that stated can and will result in immediate termination.

Applicant's Signature _____ Date _____

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

DO NOT WRITE BELOW THIS LINE

Results of applicant's interview _____

Date to start work _____ *Status* _____ *Position* _____ *Rate of Pay* _____

Remarks _____

Signed _____ *Date* _____