

**Application for Employment**

**Position(s) Desired:**

\_\_\_\_\_\_\_\_\_ Full Time \_\_\_\_\_\_\_\_\_ Lead Teacher \_\_\_\_\_\_\_\_\_ Kitchen Staff

\_\_\_\_\_\_\_\_\_ Part Time \_\_\_\_\_\_\_\_\_ Assistant Teacher \_\_\_\_\_\_\_\_\_ Custodial

\_\_\_\_\_\_\_\_\_ Substitute \_\_\_\_\_\_\_\_\_ Aide \_\_\_\_\_\_\_\_\_ Office

\*\*\*All positions require training hours that may need to be completed outside of normal work hours. This is a mandatory requirement for all positions. Please keep this in mind throughout your application process.

**Personal Information:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Are you a citizen of the United States? Yes \_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_

**Emergency Contact (Please provide two):**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\*Application will be kept on file for **one year**. If the applicant desires to renew his/her application after one year, notification must be received by this office.

**Employment Record:**

List previous employment and experiences beginning with most recent:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates To-From | Name & Address of Employer | Salary | Position & Responsibilities | Supervisor & Phone # | May We Contact Supervisor | Reason for Leaving |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Education Record:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name & Location of School | Years Attended | Date Graduated |
| High School |  |  |  |
| College |  |  |  |
| Trade or Business School |  |  |  |

**Child Care Trainings:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title of Workshop/Conference | Sponsor | Location | Dates | Number of Hours |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**References:**

Provide 3 references that are qualified to give insight into your qualifications for the position you are applying for.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Occupation | Address | Phone Number | Position | Association with Applicant |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

ADDITIONAL INFORMATION:

1. Why are you interested in working at Harmony Kids Learning Center? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What qualifications (special skills and/or training) do you have that make you highly qualified for this position?

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3. Are you CPR & First Aid Certified? \_\_\_ Yes \_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Certification \_\_\_ No

4. Are you on the sex offender registry? \_\_\_ Yes \_\_\_ No

5. Are you on the Department of Human Services child abuse registry? \_\_\_ Yes \_\_\_ No

6. Have you ever been convicted of a misdemeanor or felony? \_\_\_ Yes \_\_\_ No

If “Yes”, please provide date, incident, city & state of conviction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Have you ever been discharged from a position of employment? \_\_\_ Yes \_\_\_ No

If “Yes”, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*I give former and/or current employers to provide information requested by Harmony Kids regarding my competence, performance and character. I waive any rights I may have against a person contacted as a reference regarding this application. I understand that if employed, I may be dismissed from employment if false statements are made in this application. I also understand that a criminal background check will be conducted on all employees.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature) (Date)