



APPLICATION FOR EMPLOYMENT

Instruction to Applicants: *Application must be completed in full even if attaching a resume.* The filing of an application is the preliminary step to employment and does not imply that the applicant is bound to accept employment or eventually will be engaged.

General Information:

Name: _____

First Name

Middle Initial

Last Name

Maiden Name (if applicable): _____ Date of Birth: ___/___/___

Social Security #: _____ Email: _____

Home Address: _____

Street

Apartment #:

City/Town

State

Zip Code

Home Telephone: (_____) _____ Work Telephone: (_____) _____

Mailing Address (if different of Home Address): _____

City/Town

State

Zip Code

Type of Position Desired:

Position applied for (Title): _____

Can you, with or without reasonable accommodation, perform the essential functions of this job? Yes No

Preschool Teacher

Preschool Teaching Assistant Area Preferred: 2 ½ -3 year olds 4/5 year olds

Medical:

After an offer of employment is made, but before employment duties begin, applicants will be required to undergo a physical or medical examination, with the offer of employment conditional on the result of such examination.

_____ Applicant's initials

Educational Background:

NAME OF SCHOOL	CITY/STATE	NO. YEARS COMPLETED	DATE OF GRADUATION	DEGREE OR DIPLOMA
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HIGH SCHOOL

TECHNICAL SCHOOL

COLLEGE OR UNIVERSITY

GRADUATE WORK

Educational applicant: Have you ever had a teaching certificate suspended or revoked by any state?
Yes/No If yes, please explain.

For some positions a vehicle is required. Do you hold a valid drivers license? Yes No

Complete As Applicable:

CPR First Aid Shaken Baby Syndrome

Complete As Applicable:

Software Knowledge: MS Word Excel PowerPoint Access

Other _____

References

List name and telephone of three (3) business/work references who are not related to you:

NAME/TITLE COMPANY	PHONE NUMBER	E-MAIL ADDRESS	YEARS KNOWN
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Name/Title

Company

Name/Title

Company

Name/Title

Company

Employment History

List your employers and assignments, starting with the **most recent**, including any military experience, and continue with all past employment. Attach additional sheet if necessary. Explain any gap in employment in the comments section below.

Employer () Telephone Number

Address City/State Zip

Dates Employed: From ____/____/____ To ____/____/____ Job Title: _____

Salary \$ _____

Name & Title of Immediate Supervisor

Reason for Leaving _____

May we contact for reference? Yes No Later

Summarize the Nature of Job Responsibilities _____

Employer () Telephone Number

Address City/State Zip

Dates Employed: From ____/____/____ To ____/____/____ Job Title: _____

Salary \$ _____

Name & Title of Immediate Supervisor

Reason for Leaving _____

May we contact for reference? Yes No Later

Summarize the Nature of Job Responsibilities _____

Employer () Telephone Number

Address City/State Zip

Dates Employed: From ____/____/____ To ____/____/____ Job Title: _____

Salary \$ _____

Name & Title of Immediate Supervisor

Reason for Leaving _____

May we contact for reference? Yes No Later

Summarize the Nature of Job Responsibilities _____

Because All 'Bout Children Preschool would like to know as much as possible about each applicant for a teaching position and thereby give full consideration to the applicant's qualifications, we seek information in addition to the basic application form. Your response to the eight questions below will help us know you better as a teacher.

Name _____ Date _____

DIRECTIONS: Please answer each of the questions given below as best as you can. The space provided should be adequate, but if more space is needed please attach additional pages.

1. What do you want to accomplish as a teacher?

2. How do you go about deciding what it is that should be taught to the children in your care?

3. A parent comes to you and complains that what you are teaching his child is irrelevant to the child's needs. How would you respond?

4. What do you think will (does) provide you the greatest pleasure in teaching?

5. When you have some free time, what do you enjoy doing most?

6. Have you had any experience working with parents and/or caregivers of young children?

7. What languages do you speak?

8. This job may require lifting over 40 pounds on a regular basis. Are you able to do this?

9. Please summarize job related skills you possess, whether from training, coursework, employment or other experience:

10. Comments or other information that you feel would assist in the evaluation of your capabilities: (Add additional sheets, if necessary, to explain any gaps in employment)

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is true and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery. I agree that the All 'Bout Children Preschool LLC shall not be held liable in any respect if I am denied employment or my employment is terminated because of false statements, answers or omissions made by me on this Application for Employment or any other document.

It is the policy of the All 'Bout Children Preschool LLC to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, gender, national origin, marital status, expunged juvenile records or pregnancy and to afford equal opportunities to disabled veterans, veterans of the Vietnam Era, and individuals with a disability and any other characteristics protected by Federal, State or Local law.

I understand that submission of an application does not guarantee employment. I further understand should an offer of employment be extended by the All 'Bout Children Preschool LLC that such employment with the All 'Bout Children Preschool LLC is At Will, for no specified duration and may be terminated by either the All 'Bout Children Preschool LLC or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions or statements of the All 'Bout Children Preschool LLC or it's representatives used during the employment process is deemed a contract of employment, real or implied.

I understand that if offered a position with the All 'Bout Children Preschool LLC I will be required to submit to a pre-employment medical examination, and back-ground check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

In consideration for employment with the All 'Bout Children Preschool LLC, if employed, I agree to conform to the rules, regulations, policies and procedures of the All 'Bout Children Preschool LLC at all times and understand that such compliance is a condition of employment.

I authorize any and all schools, former employers, references, courts, and any others who have information about me to provide such information to the All 'Bout Children Preschool LLC and/or any of its representatives. I understand that the information may include but is not necessarily limited to performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment possessed by it.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied by me on this application and any other accompanying or required documents.

Signature of Applicant _____ Date ____/____/____

FOR ADMINISTRATION USE ONLY:

Position Interviewed for _____

Date of Interview ____/____/____

Accepted Offer Declined No Offer

Date of Hire ____/____/____

Rate of Pay _____