

the little school at Kids Cottage

Employment Application

It is the policy of the little school at Kids Cottage, LLC to provide employment and all conditions of employment without regard to race, color, religion, national origin, sex, age, ancestry, sexual orientation, and to qualified individuals with disabilities.

PERSONAL

Date: _____

NAME LAST FIRST MIDDLE				POSITION APPLIED FOR			
PRESENT ADDRESS STREET CITY STATE ZIP CODE							
HOME PHONE			OTHER MESSAGE PHONE			E-mail	
How did you find out about this position? <input type="checkbox"/> Friend <input type="checkbox"/> Web <input type="checkbox"/> Classified Ad <input type="checkbox"/> Other							
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, please submit work permit.							
If hired, will you be able to provide proof of eligibility to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No							

PLEASE COMPLETE ALL SECTIONS - EVEN IF YOU ARE FURNISHING A RESUME.

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	✓ Last Year Completed				Did You Graduate?	List Diploma or Degree
			1	2	3	4		
High							<input type="checkbox"/> Yes	
							<input type="checkbox"/> No	
College							<input type="checkbox"/> Yes	
							<input type="checkbox"/> No	
Other (specify)							<input type="checkbox"/> Yes	
							<input type="checkbox"/> No	

SKILLS, LICENSES AND CERTIFICATES

Please list job related skills, licenses and certificates that you have (for example: CPR or First Aid):

EMPLOYMENT HISTORY

PLEASE LIST ALL PAST AND PRESENT EMPLOYMENT, BEGINNING WITH MOST RECENT.

EMPLOYER	DATES		Work Performed
	FROM	TO	
ADDRESS			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR	PHONE NUMBER		
REASON FOR LEAVING			
EMPLOYER	DATES		Work Performed
	FROM	TO	
ADDRESS			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR	PHONE NUMBER		
REASON FOR LEAVING			
EMPLOYER	DATES		Work Performed
	FROM	TO	
ADDRESS			
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REASON FOR LEAVING			
EMPLOYER	DATES		Work Performed
	FROM	TO	
ADDRESS			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR	PHONE NUMBER		
REASON FOR LEAVING			

May we contact the employers listed above? _____ If not, indicate which one(s) you do not wish us to contact. _____

Have you been discharged from any position? Yes No

Have you ever been convicted of a crime? Yes No If yes, please explain:

CHILDCARE WORK EXPERIENCE/AVAILABILITY

	Years of Experience	Rank Preference to work with	Circle One: Part-time Full-time Date available to begin work:						
			Days/Hours Available						
0-2 year (toddlers)			M	T	W	Th	F	S	Su
3-5 year (preschool/k)									
Grade K-6 (school-age)									

PROFESSIONAL & VOLUNTEER ACTIVITIES

Please list professional, trade, business or civic activities and offices and/or positions held.

REFERENCES

Please list at least three (3) professional and one (1) personal (not a relative) reference

Name	Relationship	Address	E-mail	Phone #

I certify that my application and all attachments are true and complete to the best of my knowledge. I understand that any incorrect, incomplete or false statements or information furnished by me may, at the discretion of the little school at Kids Cottage, disqualify me from employment or cause my dismissal. I hereby authorize the little school at Kids Cottage to make a thorough investigation of my past employment and activities. I release from all liability the little school at Kids Cottage, former employers or any persons supplying such information. The language in this application is not intended to create, nor is it to be construed to constitute, a contract of employment.

Signature: _____ Date _____