

# Application for Employment

Kiddie Academy of Greenlawn is an equal opportunity employer

**Instructions:** Complete all information. Be sure to sign and date the application.

*Please print*

NAME \_\_\_\_\_ DATE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ SS# \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_ E-MAIL \_\_\_\_\_

Position applied for \_\_\_\_\_

Referred by \_\_\_\_\_

Are you currently employed? \_\_\_\_\_

Have you ever applied for work at this company? \_\_\_\_\_

Are you able to perform the job duties as described in the attached job description without limitation for the position you are applying? \_\_\_\_\_

Are you at least 18 years of age? \_\_\_\_\_

Are you lawfully permitted to work in this country? \_\_\_\_\_

List maiden or alias names \_\_\_\_\_

Have you ever been arrested or convicted of a crime? \_\_\_\_\_

If yes, list the conviction, date and circumstances \_\_\_\_\_

Date available for employment \_\_\_\_\_ Desired salary \_\_\_\_\_

Hours available \_\_\_\_\_ (normal operating hours are 6:30am to 6:30pm)

Can you work overtime? \_\_\_\_\_ If yes, list any restrictions on availability \_\_\_\_\_

Do you have reliable transportation to and from work? \_\_\_\_\_

**EDUCATION**

Type of School	Name of School and Address	Course of Study	Last Year Completed	Graduate? Degrees Rec'd
High School and/or GED			1 2 3 4	Yes/No Degree
College			1 2 3 4	Yes/No Degree
Technical and/or Graduate			1 2 3 4	Yes/No Degree

**EMPLOYMENT HISTORY**

Please include all employment for the last ten years (List most recent employment first and work back in time)

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Dates of employment  
(month/year)  
\_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Job Title and Description of Duties \_\_\_\_\_

# of Persons Supervised \_\_\_\_\_ Starting Salary \_\_\_\_\_  
Hours worked per week \_\_\_\_\_ Ending/Current Salary \_\_\_\_\_  
Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Dates of employment  
(month/year)  
\_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Job Title and Description of Duties \_\_\_\_\_

# of Persons Supervised \_\_\_\_\_ Starting Salary \_\_\_\_\_  
Hours worked per week \_\_\_\_\_ Ending/Current Salary \_\_\_\_\_  
Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Dates of employment  
(month/year)  
\_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Job Title and Description of Duties \_\_\_\_\_

# of Persons Supervised \_\_\_\_\_ Starting Salary \_\_\_\_\_  
Hours worked per week \_\_\_\_\_ Ending/Current Salary \_\_\_\_\_  
Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**Use a separate sheet to list additional employers, if necessary. We may contact the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion**

\_\_\_\_\_  
Employer Name

\_\_\_\_\_  
Reason

\_\_\_\_\_  
Employer Name

\_\_\_\_\_  
Reason

Have you entered into any agreements with any former employer (for example, an agreement not to compete or confidentiality agreement) that would impact your ability to do work for this Company? Yes/No

**PERSONAL REFERENCES**

Please list three (3) references who have known you for at least one (1) year (other than family members or previous employers)

Name	Phone #

**ADDITIONAL INFORMATION**

**To The Applicant:** The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Federal laws also prohibit other types of discrimination, such as age, citizenship, disability, veteran status, attainment of benefits, or participation in union activities.

I understand that the immigration Reform and control Act of November 6, 1986 requires me to prove the legality of my residency or citizenship. I am also aware that the failure to provide such proof at the time of request may legally force my termination. To the best of my knowledge the information contained on this application is true. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and this company for either employment or the provision of any benefits; and further understand that if an employment relationship subsequently is established, I will have the right to terminate any employment at any time and the company will have a similar right. In addition, I understand that no promise, representation, or agreement contrary to the foregoing is binding on the company unless made in writing and signed by me and an authorized representative of the company.

By signing this application, I hereby consent to investigation necessary to verify any of the above information. I hereby affirm that the information on this application is true and complete. Falsifying information is grounds for termination.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_