

Laurelwood Community Preschool



Employment Application

Please type or print. Fully complete all pages even when submitting a resume.

Personal Data

Full Name: *Last* *First* *M.I.* Date:

Home Address: *Street Address* *Apartment/Unit #*

City *State* *ZIP Code*

Mailing Address: *Street Address* *Apartment/Unit #*

City *State* *ZIP Code*

Home Phone: Cell Phone: Email:

Do you have any relatives or in-laws employed by this company? YES NO If yes, explain:

Are you over the age of 18 years? YES NO
(If no, you will be required to provide authorization to work and must be at least 16 years of age.)

Do you have a legal right to work in the United States of America? YES NO Can you provide proof? YES NO

Have you been employed here previously? YES NO Have you ever applied here before? YES NO

Have you ever been convicted of breaking a law other than a minor traffic violation? YES NO If yes, give the date and explain fully below:

Have you ever had Department of Social Services (DSS) substantiation? YES NO If yes, list country/state; give the date and explain fully below:

(The offense(s) and how recently you were convicted will be evaluated in relation to the job for which you are applying.)

Employment Experience Continued

Company:

Phone:

Address:

Supervisor:

Job Title:

Starting Salary:\$

Ending Salary:\$

Responsibilities:

From:

To:

Reason for
leaving:

May we contact your previous supervisor for a reference?

YES

NO

Company:

Phone:

Address:

Supervisor:

Job Title:

Starting Salary:\$

Ending Salary:\$

Responsibilities:

From:

To:

Reason for
leaving:

May we contact your previous supervisor for a reference?

YES

NO

Please explain any gaps in work history:

Have you ever been discharged or asked to resign from a job?

YES

NO

If yes, please explain:

Additional work/volunteer experience you would like to describe:

(You need not disclose volunteer activities that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, military status or any other protected status.)

Do you have any special skills that would enhance your ability to perform the position applied for? If yes, describe:

Education & Training

High School: Address:
 Did you graduate? YES NO Course of Study: Diploma:

College: Address:
 Did you graduate? YES NO Course of Study: Degree:

College: Address:
 Did you graduate? YES NO Course of Study: Degree:

Graduate & Professional: Address:
 Did you graduate? YES NO Course of Study: Degree:

Educational, Vocational, etc.: Address:
 Did you graduate? YES NO Course of Study: Degree:

Computer Skills:

Child care training, education and workshops you have completed in the last three years:

Foreign Language Skills:

Language Spoken: Proficiency Level (spoken): Beginner Intermediate Advanced
Proficiency Level (written): Beginner Intermediate Advanced

Language Spoken: Proficiency Level (spoken): Beginner Intermediate Advanced
Proficiency Level (written): Beginner Intermediate Advanced

Professional License and/or Membership:
(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, military status or any other protected status.)

References

Please provide the names of two supervisors and two co-workers or direct reports.

Name: Relationship:

Company: Phone:

E-mail:

Name: Relationship:

Company: Phone:

E-mail:

Name: Relationship:

Company: Phone:

E-mail:

Name: Relationship:

Company: Phone:

E-mail:

Disclaimer and Signature

Laurelwood is an equal opportunity employer. Laurelwood does not discriminate in employment regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, military status or any other protected status.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Laurelwood to hire me. If I am hired, I understand that either Laurelwood or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Laurelwood has the authority to make any assurance to the contrary. I further understand that hiring is contingent upon receipt of a satisfactory medical evaluation.

In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration, and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I hereby release Laurelwood from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I also release any employer from any obligation to provide me with written notification of any information disclosed. I authorize investigations of all statements made in this application and understand that false information of documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action, or dismissal if I am employed, and (or) criminal action. I further understand that dismissal on unemployment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

By my signature indicated below, I certify that I have given true, accurate, and complete information on this application and affirm the contents of the above.

Signature:

Date:

Essential Functions

To perform in a child care position with Laurelwood, the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Child care staff must be able to perform the following physical activities:

- Observe, see, hear and respond to children's needs, emergencies and conflicts that may occur in the early childhood center or on the playground.
- Lift 35 pounds from the floor to waist height (ability to carry a 2- or 3-year-old child).
- Push, pull and/or lift child care equipment up to 35 pounds.
- Walk up and down stairs.
- Reach a child 20 to 30 feet away within 30 seconds without endangering the staff person's health.
- Crouch to a child's height, maintain eye contact at the child's level, sit on the floor, and ability to bend over to pick items up off of ground level.