

A Shining Star Learning Center

APPLICATION FOR EMPLOYMENT

Please Print

General Information

Date: ____/____/____

(Last Name) (First Name) (Middle Initial)

(Address) (City) (State) (Zip Code)

(Home Phone) (Cell Phone) (Email Address)

Employment Information

Are you at least 18 years old? Yes No Date Available to Start Work: _____

Position Applying For: _____ Age Group Preferred: _____

Number of Hours per Week Desired: _____ Anticipated Salary: _____

Days and Hours of Availability: _____

What do you feel most qualifies you for this position? _____

What are your professional goals? _____

Have you ever been employed by A Shining Star Learning Center before? Yes No

If yes, dates of employment: _____

Why did you leave? _____

How did you hear about A Shining Star Learning Center? _____

Experience

List below all present and past employment beginning with your most present. *People listed may be contacted by A Shining Star Learning Center.*

1. _____
(Company Name) (Position Held) (Name of Supervisor)

(Address/Phone Number) (Dates Employed)

(Reason for Leaving) (Starting Salary) (Ending Salary)

2. _____
(Company Name) (Position Held) (Name of Supervisor)

(Address/Phone Number) (Dates Employed)

(Reason for Leaving) (Starting Salary) (Ending Salary)

3. _____
(Company Name) (Position Held) (Name of Supervisor)

(Address/Phone Number) (Dates Employed)

(Reason for Leaving) (Starting Salary) (Ending Salary)

A Shining Star Learning Center takes affirmative action to comply with all applicable laws of local, state and federal governments regarding employment practices which prohibits discrimination in employment based on race, religion, color, sex, age, national origin, disability, or other characteristics protected by the law.

Education

| School | Name and Address of School | Major | Last Year Completed | Diploma or Degree |
|-------------|----------------------------|-------|---------------------|-------------------|
| High School | | | | |
| College | | | | |
| Other | | | | |

References

List business or professional references. **NO** relatives or friends. *People listed may be contacted by A Shining Star Learning Center.*

1. _____
(Name) (Relationship)

_____ (Address/City/State) (Phone Number)

2. _____
(Name) (Relationship)

_____ (Address/City/State) (Phone Number)

3. _____
(Name) (Relationship)

_____ (Address/City/State) (Phone Number)

Employment Conditions

Have you ever been convicted of a felony, criminal offense, or disorderly persons offense? Yes No

If yes, please state the nature of the offense, where the offense occurred, the date, and the sentence imposed:

Have you ever been discharged or forced to resign from a position? Yes No

A position in a childcare center may be physically and emotionally demanding. The demands include various things, such as the need to lift and carry children on a regular basis and the need to react quickly to any emergency situation. Are you able to fulfill these and other functions of the job, with or without reasonable accommodation? Yes No

Although such conditions are not a bar to employment, an accurate response is important for your safety, as well as that of other individuals at the work place. It may be necessary for A Shining Star Learning Center to determine whether a reasonable accommodation can be made.

I hereby certify that all of the facts and information listed on this application are true and complete. I understand that any false, incomplete, or misleading information given by me on this application may result in rejection of this application or termination of employment.

Drug Testing: As a part of our commitment to provide a safe, healthy, and drug-free environment for our employees and children, employees may be periodically tested for illegal drug use. A Shining Star Learning Center will randomly select employees from time to time. If drug use is detected, immediate termination will occur.

I hereby release A Shining Star Learning Center from any and all liability of every kind and description incurred by virtue of conducting and investigation into my personal history, background, or character traits, including the matters set forth in confidential employment background questionnaires.

My signature signifies that I have read and agree to the foregoing.

(Signature)

(Date)

Written Response Application

Please print responses to the following questions.

1. In 100 words or less, describe yourself. (Use the back of this page if needed.)

2. What was the parenting style of the person who cared for you as a child (mother, father, other)?

3. Write about a specific occasion when you conformed to a policy even though you did not agree with it.

4. Describe two improvements you have made in your job in the past six months.

5. What do you feel would be the most common errors made in a position such as what you are applying for?

6. Why should A Shining Star Learning Center hire you?

Thank you for completing the application process for A Shining Star Learning Center.