APPLICATION FOR EMPLOYMENT

Name: _____ **Date:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell Phone:** _____

Email: _____

How did you hear about us?

☐ Newspaper ☐ Internet ☐ Our website ☐ Current employee _____ (name)

Position desired: _____ **Salary desired:** _____

Days and Hours Available: (*if employed, I will notify Management in writing should my availability change*)

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

If hired, can you provide documents required to establish your eligibility to work in the U.S.? ☐Yes ☐No

Have you ever applied for employment with Kids-Play or Small Steps – Big Strides?

☐Yes ☐No If so, when? _____

Have you ever worked for Kids-Play or Small Steps – Big Strides?

☐Yes ☐No If so, when? _____

Are you bilingual? ☐ Yes ☐ No **If so, what language(s) do you speak?** _____

All Center employees are required to be fingerprinted and must pass BCII and FBI criminal records checks before employment starts. Your initials here state your agreement to this policy. _____ initials

Have you ever been convicted of a felony or been involved with a child abuse/neglect court action or official investigation? ☐ Yes ☐ No

If Yes, Please explain:

Small Steps – Big Strides Childcare is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability or any other characteristic protected by law.

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EDUCATION:	Name & Location	Course of Study/Major	Number of Years Completed	Diploma/Degree Yes/No
High School (GED)				
College				
Vocational				
Other				
Specialized Training				

RECORD OF EMPLOYMENT:

List positions starting with most recent:

Employer:_____**Telephone:**_____

Address:_____

Position: _____**Supervisor:**_____

Responsibilites:_____

Start Date: _____**Date Left:**_____**Beginning Salary:** _____**Ending Salary:**_____

Employer:_____**Telephone:**_____

Address:_____

Position: _____**Supervisor:**_____

Responsibilites:_____

Start Date: _____**Date Left:**_____**Beginning Salary:** _____**Ending Salary:**_____

Employer:_____**Telephone:**_____

Address:_____

Position: _____**Supervisor:**_____

Responsibilites:_____

Start Date: _____**Date Left:**_____**Beginning Salary:** _____**Ending Salary:**_____

APPLICATION FOR EMPLOYMENT

Please explain any gaps in work history:

_____

Have you ever been discharged or asked to resign from a job? If yes, please explain:

WORK-RELATED REFERENCES: (Do not include relatives OR non-work related references)

Name	Occupation	Contact Information

1. _____

2. _____

3. _____

Describe your educational philosophy:

_____

What qualifies you for this position?

_____

What are your professional goals?

APPLICANT'S CERTIFICATE AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Small Steps – Big Strides Childcare to verify their accuracy and to obtain reference information on my work performance. I hereby release Small Steps – Big Strides Childcare from any liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that, if employed, falsified or misleading, statements of any kind or omissions of facts called for on the application shall be considered sufficient basis for dismissal.

I acknowledge that this is a general release and that if I am hired, it remains in effect for the duration of my employment, this includes all medical information to the extent such information is job related and consistent with business needs. I agree to submit to testing for the detection of unlawful drug use if required for employment, or if hired, during my employment.

I authorize the Company to conduct any investigation regarding the information in my employment application which the Company thinks is necessary to determine my qualifications for assuming a job with the Company. I give the Company or its designated representatives my permission to contact any former employer, school, college, university, utility company, credit or finance bureau or office, any personal or professional reference, or any other appropriate source or individual for the purpose of gathering any information, personal, or otherwise, that such sources may have about my character, general reputation, health, credit, education, or employment record. I hereby give my consent to any such sources to release to the Company whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability which might result from furnishing any information about me. I understand that the Company and/or its representatives reserve the right to request criminal background information at any time during my employment. Upon written request, additional information as to the nature and scope of any credit report, if one is made, will be provided.

I understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed to the company by me before, during, or after my employment, if any, may be utilized for the purpose of obtaining consumer reports and/or investigative consumer reports and if the company hires me, it may request a consumer report and/or investigative report about me, to the extent allowed by law, for employment related purposes during and after my employment.

I understand that my consent will apply throughout and after my employment unless I revoke or cancel my consent by sending a signed letter to Small Steps – Big Strides Childcare, Attention: Executive Director.

I have carefully read and understand this notice, by my signature below, I consent to the release of consumer and/or investigative consumer reports to the company. I authorize, without reservation, any party or agency contacted by this employer or its agent to furnish the above mentioned information.

Print Name _____

_____   _____

Signature   **Date**