



*"Excellence in Education & Caring"*

## Employment Application

**Personal Information** (Please use a pen to complete this application and print all information requested.)

Name: \_\_\_\_\_ Date of this Application: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Position you are applying for: Lead Teacher Asst. Teacher Cook Administrator

Date Available \_\_\_\_\_ Hours Available: \_\_\_\_\_

- If you are under 18 years of age, note your date of birth \_\_\_\_\_
- Are you a U.S. Citizen? \_\_\_\_\_ (Yes/No) if not, do you have a legal right & the required documents to work in the U.S.? (Identity and employment eligibility of all new hires will be verified as required by the Immigration & Control Act of 1986).
- Have you ever applied with this company before? If yes, when, and for what position? \_\_\_\_\_

### Education

High School: \_\_\_\_\_ City, State \_\_\_\_\_

Date Graduated \_\_\_\_\_ Honors/Major/Etc. \_\_\_\_\_

College \_\_\_\_\_ City, State \_\_\_\_\_

Date Graduated \_\_\_\_\_ Honors/Major/Etc. \_\_\_\_\_

\*If you are offered a position with our child-care program, you will have to provide a copy of your educational transcripts and/or degree(s) as a condition of employment

Are you planning to further your education? \_\_\_\_\_ (Yes/No) If so, when? \_\_\_\_\_

### Experience

Please list and describe your experience with groups of children (Indicate ages of children, your duties, dates of time you worked in this position, reasons for leaving) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Employment History

Georgia's Child Care Licensing 10-Year Work History Documentation

Name: \_\_\_\_\_ Date \_\_\_\_\_

Please list employment history for the last ten years, beginning with your most current or last employer. If you have been unemployed during any time within the past ten years, list how you spent your time. (e.g., student, housewife, unemployed).

Dates	Name & Address of Employer	Position	Salary	Reason for Leaving

\*If you need more space, please ask for a separate Employment Record Form

## References

Please provide the names and contact information for three references that are not relatives.

Name	Phone Number	Email Address	Address

Please fill out the information requested below only if you are applying for a position that requires you to drive a center/program vehicle to pick-up and drop-off children or transport them on class field trips.

### Past 10 Years Driver License History

State	License #	Type of License	Restrictions	Expiration Date

\*All employees who drive a center/program owned vehicle for field trips or other occasions must be at least 21 years old and have their driving record reviewed by this child-care program's insurance agency prior to job approval.

•Have you ever been convicted of a crime other than a minor traffic violation? \_\_\_\_\_ (Yes/No) If yes, please explain the offense and the final sentence: \_\_\_\_\_

•Have you ever been found by credible evidence (e.g. , a court or jury, a department investigation or other reliable evidence) to have abused, neglected, or deprived a child or adult, or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct as evidenced initially by oral or written statement to this effect obtained by the administrator during the time of your employment? \_\_\_\_\_ (Yes/No) If yes, provide the details including date, place, and nature of offense and sentence: \_\_\_\_\_

(Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances, and seriousness in relation to the job for which you are applying.)

•How did you hear about Oconee Preschool Academy? \_\_\_\_Road Sign \_\_\_\_Indeed \_\_\_\_Social Media (FB, Twitter, Instagram, etc.)  
Referral \_\_\_\_\_ Other \_\_\_\_\_

**Applicant's Certification** I certify that all my answers to the forgoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge.

•I hereby authorize this child care program to contact any company or individual deemed appropriate to investigate my previous employment history, educational background, credit record, criminal history, and character in order to fully evaluate my qualifications in relation to all other job applicants applying for the position I am currently seeking. I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition; I hereby waive my right to bring any cause of action against these companies and/or individuals for defamation, invasion of privacy, or any other reason because of their statements.

•I agree that if I am employed, I will abide by all the rules and regulations of this child-care program. I also understand that my employment is "at-will" and may be terminated by myself or this child-care program at any time, for any reason, with or without prior notice.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

\*As an equal opportunity employer, this child-care program will consider all applicants for all positions equally without regard to race, sex, age, color, religion, national origin, veteran status, or disability which does not prevent the applicant from completing the essential requirements of the job.

\*Each applicant will be given every consideration; but receipt of the application does not imply that this child-care program will employ the applicant.

\*Each question on this application must be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered.