



Application for Employment

Thank you for your interest in and application for employment with Children’s Discovery Academy. We are an equal opportunity employer and give employment without regard on race, skin color, religion (creed), gender, gender expression, age, national origin (ancestry), marital status, sexual orientation, political persuasion, immigration status, physical appearance, student status, union activity, military status, or disability. We seek applicants for employment who want to be a part of a team of dedicated, hardworking caregivers who desire fulfilling employment. In return Children’s Discovery Academy offers competitive wages, an excellent working environment, and the opportunity to grow with the company.

GENERAL INFORMATION: (Please print legibly with ink or type)

Last Name _____ First Name _____ Middle Initial _____ Birth Date _____

Home Address (Street, PO Box, Apt #) _____ City/Town _____ State _____ Zip Code _____

Email _____ Cell Phone _____ Are you eligible to work in the United States? _____ Y _____ N

Have you ever been convicted of a serious misdemeanor or felony crime? _____ Y _____ N

If yes, What? And Where? _____

EMPLOYMENT DESIRED:

POSITION FOR WHICH APPLICATION IS BEING MADE: (Be Specific) _____

I AM AVAILABLE TO WORK (Check All Applicable)

_____ FULL-TIME _____ PART-TIME _____ MORNINGS _____ AFTERNOONS _____ EVENINGS _____ LIMITED AVAILABILITY (LIST BELOW)

DATE AVAILABLE: _____ EXPECTED COMPENSATION: _____

Limited availability: _____

EDUCATION and EMPLOYMENT HISTORY: Attach resume.

PLEASE ATTACH THREE LETTERS OF RECOMMENDATION (Persons) Not Related To You, Whom You Have Known For At Least One Year)

Letters must attest to your work ethic, your general moral character, and any other recommendations for the position for which you are applying.

PLEASE RESPOND BRIEFLY TO THE FOLLOWING QUESTIONS (You may use a separate sheet of paper or the backside of this paper)

1. Describe the best early childhood environment.
2. What age groups do you prefer to work with?
3. What would you do if children were fighting and got physical? (Biting, hitting, etc)
4. How would you respond to a co-worker who was not following center policies or procedures?

I certify that the above information is true and correct and give authorization for investigation of all statements and information contained in this application, my resume, other documents, or verbally obtained during an employment interview. I voluntarily consent to allow Children’s Discovery Academy or any of its representatives or agents to check my references by contacting any persons, company, or governmental entity they deem to be an appropriate reference. I understand the reference questions may pertain to my personal or educational background, work experience, character, and behavior. I understand my employment is subject to satisfactory verification of this information and agree that deliberate falsification of this document or significant omissions shall be grounds for employment consideration disqualification or dismissal from employment if discovered at a later date. I agree to notify Children’s Discovery Academy if I should be convicted of a felony or any crime involving dishonesty, breach of trust, controlled substances, sexual misconduct, abuse or violence, while my job application is pending or, during my period of employment, if hired. I also realize that company policies, procedures, practices, or statements made during an interview or employment do not create an employment contract by implication or otherwise. I further understand and agree that my employment is for no definite period of time and may, regardless of time and manner be terminated at will by the company or myself with or without cause or previous notice. This application will be kept in a current file for thirty days. If not contacted during that time, it may be necessary to complete another application to receive further employment consideration.

SIGNATURE OF APPLICANT: _____ DATE: _____

I authorize Children’s Discovery Academy to investigate my personal history, character, education, and training records, and criminal history, as they may be relevant to determine my suitability for employment for the position for which I am applying.

SIGNATURE OF APPLICANT: _____ DATE: _____