

Our Kid's Child Development Center

CONFIDENTIAL

Thank you for considering Our Kids Child Development Center in your job search. Our Kids Child Development Center is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, sexual orientation, political affiliations, marital or veteran status. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

For the safety of our current and future employees, we intend for this to be a drug-free workplace. Alcohol and/or drug testing may be undertaken at any time by Our Kids Child Development Center.

To be sure that your application receives full consideration, you must fill it in completely and accurately. Applications are considered active for 30 days from the date they are filed. After 30 days, the applications are retired to an inactive file and held in an inactive status for a period of time required by law. If you have not been hired within 30 days of the date you file your application and you wish to be considered for positions that become available after that date, you must return to the center and fill out a new application or update your old application.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION (Please Print)

Application Date	FULL NAME			
STREET ADDRESS		City	State	Zip Code
HOME PHONE	CELL PHONE	EMAIL ADDRESS		
S.S. #	DRIVER'S LICENSE #	ARE YOU 18 YRS. OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, DOB: _____		

POSITION DESIRED

POSITION FOR WHICH YOU ARE APPLYING	HOURS AVAILABLE FOR WORK
DESIRED RATE OF PAY	DATE YOU CAN START

GENERAL INFORMATION

Do you have the legal right to work in the United States? ____Yes ____No
(Successful applicants will be required to prove identity and eligibility for employment.)

Have you previously applied to Our Kids Child Development Center? ____Yes ____No
If yes, give date _____

Have you ever been employed or attended school using any other name? ____Yes ____No
If yes, please explain: _____

Have you ever been convicted, plead guilty, or no contest, or forfeited bond or bail for any crime other than traffic violations within the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? ____Yes ____No
If yes, please explain in full: _____

(Conviction of a crime is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time passed since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.)

Do you have any employment restrictions resulting from a non-compete or confidentiality agreement?
____Yes ____No

If related to anyone in our employ, please state their name: _____

Referral Source (circle):
Advertisement
Friend
Relative
Walk-in
Employment Agency
Other: _____

EMPLOYMENT RECORD

May we contact your present employer? ___Yes ___No

Employer _____ From (month/year) _____ To (month/year) _____

Address _____ Telephone number _____

Job Title _____ Supervisor's name/Telephone number _____

Describe your duties and responsibilities: _____

Starting Salary/Hourly Rate: _____ Ending Salary/Hourly Rate: _____

Date and amount of last increase: _____ Average number of work days missed each year: _____

Reason for leaving: _____

Employer _____ From (month/year) _____ To (month/year) _____

Address _____ Telephone number _____

Job Title _____ Supervisor's name/Telephone number _____

Describe your duties and responsibilities: _____

Starting Salary/Hourly Rate: _____ Ending Salary/Hourly Rate: _____

Date and amount of last increase: _____ Average number of work days missed each year: _____

Reason for leaving: _____

Employer _____ From (month/year) _____ To (month/year) _____

Address _____ Telephone number _____

Job Title _____ Supervisor's name/Telephone number _____

Describe your duties and responsibilities: _____

Starting Salary/Hourly Rate: _____ Ending Salary/Hourly Rate: _____

Date and amount of last increase: _____ Average number of work days missed each year: _____

Reason for leaving: _____

Employer _____ From (month/year) _____ To (month/year) _____

Address _____ Telephone number _____

Job Title _____ Supervisor's name/Telephone number _____

Describe your duties and responsibilities: _____

Starting Salary/Hourly Rate: _____ Ending Salary/Hourly Rate: _____

Date and amount of last increase: _____ Average number of work days missed each year: _____

Reason for leaving: _____

Please state what you did in other periods of work not covered above. Include time served in the military, periods of unemployment, self-employment, part-time or temporary work.

From MM DD YY	To MM DD YY	Employer, Address and Job Title
_____	_____	_____
_____	_____	_____
_____	_____	_____

EDUCATION	Name of School City and State	Major Subjects Or Types of Courses	Circle Last Year Completed	Did You Graduate?
High School			Years 9 10 11 12	
Business School			No. of Months	
College or University			Less than 1 yr. 1 2 3 4	Degree Received
Additional Schooling Trade Schools, etc.			Number of Years	Certificate Received
Other special skills or training (languages, computers, etc.):				

REFERENCES Give the names of three persons not related to you, whom you have known at least one year.

NAME	ADDRESS	TYPE OF BUSINESS	PHONE #	YEARS ACQUAINTED

PLEASE READ CAREFULLY BEFORE SIGNING

Agreement and Certification

I certify that I have answered the above questions truthfully and have not withheld any information relative to my application. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions of the application information, attachments, and supporting documents will result in denial of employment or immediate termination, if discovered after hire.

I authorize Our Kids Child Development Center to investigate all statements in this application, to investigate my background, my driving record if applicable to the position applied for and to contact all employers and references.

I authorize Our Kids Child Development Center to investigate whether I have a criminal record of convictions, and, if so, the nature of such convictions and all the surrounding circumstances of the conviction. Our Kids Child Development Center has advised me that any Federal, state and local criminal background check will focus on convictions, and that a criminal record will not necessarily disqualify me from employment.

I understand that this application is not a contract, offer or promise of employment. By filling out this application I am genuinely interested in working for Our Kids Child Development Center and I understand that an offer of employment may be subject to receipt of satisfactory reports and the accuracy of all pre-employment information I have supplied. I acknowledge that my employment with Our Kids Child Development Center is on an at-will basis. I am free to terminate my employment with Our Kids Child Development Center at any time for any reason. Similarly, Our Kids Child Development Center is free to terminate our employment relationship at any time, with or without cause or advance notice. Acceptance of employment is not a contract of employment for any specified time.

I understand and acknowledge that I may be required to submit to a physical examination, including drug test. Additionally, I hereby authorize the release of the results of such an examination Our Kids Child Development Center for their use in evaluating my suitability for employment. Further, I release the examining facility and Our Kids Child Development Center from any and all liability, and from any damage that may result from the release of such information.

I understand and agree that upon request by my employer and when applicable at any time during the term of my employment, I must present evidence of a valid driver's license and by signing this application I consent to a driver's license record check with the appropriate authorities.

I understand that Our Kids Child Development Center work sites are smoke free workplaces and that smoking is not permitted.

I understand a confidentiality letter must be signed and kept on file at the Center.

I acknowledge reading and understanding the foregoing statements.

Signature

Date