

# Employment Application Form

We appreciate your interest in employment at Kidz Korner Children's Center. We look forward to receiving your application. The following checklist will assist you in your application process.

**Complete/Sign all attached forms.** All forms must be submitted before processing begins.

- Application
- Confidential Personal Information
- Confidential Personal References

**Attach the following additional items.**

- Current Resume
- Copies of pertinent certificates
- Copies of college transcripts

## **Interview Process**

Administration will review your completed file. If a position is open and qualifications are met, the office will contact you to schedule an interview.

- Interview time set \_\_\_\_\_
- Post Interview - You will be notified in writing of the decision regarding the status of your employment.



# Employment Application Form

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Available: \_\_\_\_/\_\_\_\_/\_\_\_\_

## PERSONAL INFORMATION

Full Name \_\_\_\_\_ Birthday: Month \_\_\_\_\_ Day \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Best time to call \_\_\_\_\_ I would also be available to Substitute:  Yes  No

POSITION DESIRED  Full time  Part time Hours Available \_\_\_\_\_

Position applying for \_\_\_\_\_

How did you learn about the position for which you are applying?  
\_\_\_\_\_

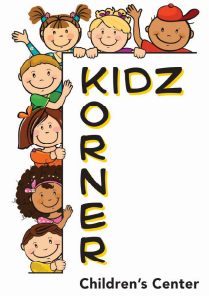
Community Involvement List activities, leadership positions, volunteer work, etc. that you participate in on a regular basis.

Description \_\_\_\_\_ Dates \_\_\_\_\_

Description \_\_\_\_\_ Dates \_\_\_\_\_

Description \_\_\_\_\_ Dates \_\_\_\_\_

***Kidz Korner Children's Center does not unlawfully discriminate on the basis of race, color, gender, nationality, ethnic origin, marital status, age, military status, or disability in the admission of students or the hiring of employees. Kidz Korner Children's Center is an Equal Opportunity Employer (EOE).***



EDUCATION \_\_\_\_\_ College Major \_\_\_\_\_  
Minor \_\_\_\_\_

School	Name & Location of School	Dates Attended	# of years	Graduation Date	Degree / Diploma
Graduate School					
College					
High School					
Early Education Classes					

**EMPLOYMENT** (Provide accurate, complete employment record. Start with present or most recent employer)

1	Employer Name	Telephone	Employed Dates
	Address		Pay
	Name of Supervisor	Reason for Leaving	
	State job title and describe your work		

2	Employer Name	Telephone	Employed Dates
			From                      To
	Address		Pay
			Start                      Last
Name of Supervisor		Reason for Leaving	
State job title and describe your work			

3	Employer Name	Telephone	Employed Dates
			From                      To
	Address		Pay
			Start                      Last
Name of Supervisor		Reason for Leaving	
State job title and describe your work			

Permission	Administration may contact the employers listed above unless indicated below.		
	DO NOT CONTACT:		
	1. Employer Name _____ Reason _____		
	2. Employer Name _____ Reason _____		

References	<p>I verify that I have mailed the enclosed recommendation forms to the following references:</p> <p>1. Professional Reference _____</p> <p style="text-align: right;">Phone _____</p> <p style="text-align: right;">Phone _____</p> <p>2. Professional Reference _____</p>
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Signature	<p>I verify that I have read this application and declare that my answers are true and complete. Date _____</p> <p>Printed Name _____</p> <p>Signature _____</p>
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Signature	<p>I acknowledge that the answers to the above statements are true and complete. If necessary, I authorize Kidz Korner Children's Center to further investigate references, work records, evaluations, education or any other matters related to my suitability for employment. Furthermore, I authorize any references or former employers to disclose to the school any and all employment records, performance reviews, letter, reports and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release Kidz Korner Children's Center, my former employers, references and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to personally view any references given to Kidz Korner Children's Center.</p> <p>Printed Name _____ Date _____</p> <p>Signature _____</p>
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