



APPLICATION FOR EMPLOYMENT

Date of application _____

Position applying for Director Teacher Teacher's Aide Other _____

PERSONAL INFORMATION:

First Name _____ Last Name _____

Date of Birth _____ Social Security Number _____

Home Phone _____ Cell Phone _____ E-mail _____

Address _____ City _____ Zip Code _____

Are you currently employed? _____ On what date are you available to start? _____

Are you seeking full time or part time employment? Full Time Part Time

What days are you available to work? M T W TH F

What time can you start and when do you have to leave every day (6:30 a.m.–6:00 p.m.)? _____

What age groups / programs do you prefer? (Check all that apply)

Infants Toddlers Twos Threes Fours Junior Kindergarten Kindergarten

What age groups / programs are you willing to teach and care for? (Check all that apply)

Infants Toddlers Twos Threes Fours Junior Kindergarten Kindergarten

Are you willing and able to perform all the duties associated with being a staff member of Poko Loko? Y N

Have you ever been convicted of a crime? Y N If yes, explain _____

Do you have any charges pending against you? Y N If yes, explain _____

Favorite things about children

Least favorite things about children

Please describe your philosophy about caring for young children

EDUCATION:

High school name	Years completed	Year of graduation
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Undergraduate college name	Course of study	Years completed	Year of graduation
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Other (specify)	Course of study	Years completed
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How many hours of ECE do you have?

EMPLOYMENT EXPERIENCE:

Experience #1	Employer	Position	Dates employed
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Reason for leaving

Address	Supervisor	Contact number
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Experience #2	Employer	Position	Dates employed
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Reason for leaving

Address	Supervisor	Contact number
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Other Experiences — briefly describe

REFERENCES: *at least three character and/or business references from persons not related to the applicant*

Reference #1	Name	Type of relationship	Length of relationship
Address			Contact number(s)

Reference #2	Name	Type of relationship	Length of relationship
Address			Contact number(s)

Reference #3	Name	Type of relationship	Length of relationship
Address			Contact number(s)

APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge.

I consent to having my references contacted.

I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given on my application or interview may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

REFERENCE CHECK AND VERIFICATION: *This section to be completed by staff.*

Reference #1	Name	Relation	Contact number	Date
Length of employment or relationship, if applicable			Eligible for rehire	<input type="checkbox"/> Y <input type="checkbox"/> N
Job duties/comments:				

Reference #2	Name	Relation	Contact number	Date
Length of employment or relationship, if applicable			Eligible for rehire	<input type="checkbox"/> Y <input type="checkbox"/> N
Job duties/comments:				

Reference #3	Name	Relation	Contact number	Date
Length of employment or relationship, if applicable			Eligible for rehire	<input type="checkbox"/> Y <input type="checkbox"/> N
Job duties/comments:				

