



Kidz Kollege
Learning Center
Quality Child Care

EQUAL OPPORTUNITY
 Kidz Kollege Learning Center is committed to providing equal opportunity to all qualified employees without regard to race, color, religion, gender, national origin, age, physical or mental disability, status with regard to public assistance, membership or activity in a local commission, status as a military veteran, or marital status. Qualifications for employment and promotion are based upon ability to perform the job, as well as dependability and reliability once hired.

Today's Date: ____ / ____ / ____

EMPLOYMENT APPLICATION

Mission Statement: Kidz Kollege Learning Center aims to offer safe and secure child care at all times. Close and personal attention to each child is essential to provide a quality experience for all children. Adequate personnel will be hired to ensure each child has the proper supervision while in our care.

SOME FACTS ABOUT MYSELF		
LAST NAME:		
FIRST NAME:	MIDDLE NAME:	
ADDRESS:		
CITY:	STATE:	ZIP:
HOME PHONE:	WORK and/or CELL PHONE:	
E-MAIL ADDRESS:		
The position I would like to be considered for:		
<input type="checkbox"/> Teacher	<input type="checkbox"/> Janitor	
<input type="checkbox"/> Teacher's Assistant	<input type="checkbox"/> Office Assistant	
<input type="checkbox"/> Teacher's Aide	<input type="checkbox"/> Internship/Volunteer	
<input type="checkbox"/> Kitchen/Cook	<input type="checkbox"/> Other _____	

JOB POSITION INFORMATION		
My pay expectations are:	I am interested in working: Full-time Part-time	I am interested in working _____ hours per week.
I am available to begin work: ____ / ____ / ____ Month Day Year	Kidz Kollege Learning Center is committed to being a drug-free workplace. Therefore, as a condition of employment, Kidz Kollege will require a pre-placement drug and alcohol screen. A "positive" test result for any illegal substance would invalidate any employment agreement between the applicant and Kidz Kollege.	
I learned about the Kidz Kollege Learning Center from: _____		

MY EDUCATIONAL BACKGROUND

SCHOOL	NAME & LOCATION OF SCHOOL	COURSE OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE / DIPLOMA
Elementary				YES NO	
High School				YES NO	
College				YES NO	
Other				YES NO	

Are you at least 18 years of age? *Please Circle* YES or NO

Are you legally eligible to work in the United States? *Please Circle* YES or NO

(Proof of citizenship or immigration will be required upon employment.)

MY MILITARY BACKGROUND

(Complete this section if you served in the U.S. Armed Forces)

Branch of Service:	Rank in Discharge:
Period of Active Duty (Month and Year): FROM: TO:	Date of Final Discharge:

Have you ever been convicted of, pled guilty to, or pled no contest to a felony? *Please Circle* YES or NO

Are you or have you ever been a sex offender registered with any federal, state or local government agency, including any listing on a public website? *Please Circle* YES or NO

If yes, please explain: _____

NOTE: A felony conviction may not disqualify you from employment with Kidz Kollege Learning Center.

Employment Reference Checks

To ensure that individuals who join the Kidz Kollege Learning Center are well qualified and have a strong potential for success once hired, it is our policy to check the employment references of all applicants including, but not limited to, a criminal background check, and transcripts from secondary and post secondary schools.

WHERE I HAVE WORKED		May we contact your current employer? ____ YES ____ NO
1	Company Name (most recent / current employer)	Telephone: (_____) _____ - _____ E-Mail: _____
	Address:	Dates worked: _____ / _____ to _____ / _____ ____ Full-time ____ Part-time Hours per week: _____
	My immediate supervisor was:	Paid by: ____ Hour ____ Week Other: _____ Starting Pay: _____ Ending Pay: _____
	My Job Title was: _____ Job Duties:	The reason I left was:
2	Company Name	Telephone: (_____) _____ - _____ E-Mail: _____
	Address:	Dates worked: _____ / _____ to _____ / _____ ____ Full-time ____ Part-time Hours per week: _____
	My immediate supervisor was:	Paid by: ____ Hour ____ Week Other: _____ Starting Pay: _____ Ending Pay: _____
	My Job Title was: _____ Job Duties:	The reason I left was:
3	Company Name	Telephone: (_____) _____ - _____ E-Mail: _____
	Address:	Dates worked: _____ / _____ to _____ / _____ ____ Full-time ____ Part-time Hours per week: _____
	My immediate supervisor was:	Paid by: ____ Hour ____ Week Other: _____ Starting Pay: _____ Ending Pay: _____
	My Job Title was: _____ Job Duties:	The reason I left was:
4	Company Name	Telephone: (_____) _____ - _____ E-Mail: _____
	Address:	Dates worked: _____ / _____ to _____ / _____ ____ Full-time ____ Part-time Hours per week: _____
	My immediate supervisor was:	Paid by: ____ Hour ____ Week Other: _____ Starting Pay: _____ Ending Pay: _____
	My Job Title was: _____ Job Duties:	The reason I left was:

DID I MENTION?

Occasionally this form may make it difficult for an applicant to adequately summarize their complete background. To assist us in finding the proper position for you in our company, use the space below to summarize any additional information necessary to describe your full qualifications.

MY SIGNATURE

I hereby declare that the information provided by me in this Application for Employment is true, correct, and complete to the best of my knowledge. I understand that if I am employed by the Kidz Kollege Learning Center, any misstatement or omission of fact on this application may be considered sufficient cause for my not being hired or cause for dismissal if I am already hired.

I understand that acceptance of an offer does not create a contractual obligation upon Kidz Kollege Learning Center to continue to employ me in the future, and that if I am hired my employment can be terminated by me or by Kidz Kollege Learning Center with or without notice, at any time, with or without cause, for any reason. Any employment relationship is of an "at will" nature.

I hereby authorize Kidz Kollege Learning Center to investigate and verify the information that I have provided on this Application of Employment. I also authorize the education institutions, current and previous employers, military services, and personal references to disclose to Kidz Kollege Learning Center information about my education, employment history, military service, and other background and they are hereby released from all liability for issuing such information.

Signature

____/____/____
Date

TO BE COMPLETED BY EMPLOYER

Interviewer(s)	Date Interviewed	Position Interviewed for:	Interview Method	Notes:
			<input type="checkbox"/> phone <input type="checkbox"/> group <input type="checkbox"/> personal	
			<input type="checkbox"/> phone <input type="checkbox"/> group <input type="checkbox"/> personal	