Little Learners

Employment Application

info@littlelearnerscdc.com

706.778.9205

132 Locke Road,

Cornelia, GA 30510

If you are under age 18, can you submit a work permit if hired? \_\_\_\_\_\_\_ YES \_\_\_\_\_\_\_NO \_\_\_\_\_\_ I am over the age of 18

Are you a US citizen? \_\_\_\_\_\_\_ YES \_\_\_\_\_\_\_NO

If you are not a US citizen, do you have a VISA to work in the US? \_\_\_\_\_\_\_ YES \_\_\_\_\_\_\_NO

If yes, what kind of VISA classification?\_\_\_\_\_\_\_\_ Visa Registration No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has bond or security clearance ever been denied and/or canceled? YES NO

If yes, please explain:

**EDUCATION** (Attach documentation of qualifying education)

PLACE DATES DIPLOMA/CERT/DEGREE

High School

College

Other

**EXPERIENCE WITH CHILDREN** (Indicate ages of children, your duties, and dates you worked or volunteered.)

Do you have any children that need child care while you are at work? YES NO

If yes, please list their name and ages:

(Please note: While we do offer child care benefits for our staff, enrollment is not guaranteed. It depends on our available space and the number of staff children currently enrolled.)

**LIST YOUR TEN-YEAR EMPLOYMENT HISTORY. BEGIN WITH YOUR MOST CURRENT OR LAST EMPLOYER. IF YOU HAVE BEEN UNEMPLOYED DURING ANY TIME WITHIN THE PAST TEN YEARS, LIST HOW YOU SPENT YOUR TIME. EXAMPLE: STUDENT, HOUSEWIFE, UNEMPLOYED, ETC.**

**NAME, PHONE, &**

**MONTH/YEAR ADDRESS OF EMPLOYER POSTION AND DUTIES REASON FOR LEAVING**

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May we contact previous employers? \_\_\_\_\_\_\_ YES \_\_\_\_\_\_\_NO

Do you have a criminal record? YES NO

If yes, explain

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been shown by credible evidence, e.g., a court order or jury, a department investigation or other reliable evidence to have abused, neglected, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct? \_\_\_\_\_\_\_\_ YES NO

If yes, explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can you perform the essential function of the position for which you are applying? \_\_\_\_\_\_\_\_ YES NO

If no, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Do you have a valid driver’s license? \_\_\_\_\_\_\_ YES \_\_\_\_\_\_\_NO

If yes, give the license number and state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you had CPR and first aid training within the past two years? \_\_\_\_\_\_\_ YES \_\_\_\_\_\_\_NO

If yes, give expiration date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you attended any completed any childcare training courses? \_\_\_\_\_\_\_ YES \_\_\_\_\_\_\_NO

If yes, please list:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our state licensing department requires annual childcare training, are you willing to participate? \_\_\_\_\_\_\_ YES \_\_\_\_\_\_\_NO

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| --- | --- | --- | --- |
| Certification | | | |
| I hereby certify that all the information provided in this employment application is true and complete.  I understand that false information or the omission of information may disqualify my candidacy and may be grounds for termination. I further understand that I am applying to a Drug Free Workplace and may be required to submit to testing for the presence of drugs as a condition for employment.  Under the Americans with Disabilities Act of 1991, all programs are required to reasonably accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, interviews, and actual employment, but only if the program supervisor is made aware that an accommodation is required. If job applicants are disabled and require accommodations, they may request it at any time during the interview process. They are obligated to inform the Program Director of their needs if they will impact their ability to perform the job for which they are applying.  Applicant has read the description of the position for which they are applying, and they are, in all respects, able to adequately perform the duties described. | | | |
| Signature: |  | Date: |  |