

Towne Square Academy, Inc.

Employment Application

Date _____

Position Desired: _____ Full-time _____ Part-time _____

Date Available _____

Name (First) (Middle) (Last) Spouse's Name

Home Address () Contact Phone

Birthdate Social Security Number

If you are under age 18, can you submit a work permit if hired? _____

If you are not a US citizen, do you have a Visa to work in the US? _____

If yes, what kind of Visa classification?

Visa Registration No: _____ Expiration date _____

Has bond or security clearance ever been denied and/or canceled? Yes _____ or No _____

If yes, please explain: _____

Education **Place** **Dates** **Diploma, Cert. or Degree**

Elementary _____

Secondary _____

College _____

Other _____

Experience with groups of children (Indicate ages of children, your duties, dates of time you worked in this position and reasons for leaving)

Attach documentation of experience working with children.

Have you attended/completed any child care training courses? Yes _____ No _____ If yes, list:

Employment Record

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, e.g., student, housewife, unemployed, etc.

Month/Year	Name and Address of Employer	Position	Reason for Leaving
From _____ To _____			
From _____ To _____			
From _____ To _____			
From _____ To _____			
From _____ To _____			
From _____ To _____			
From _____ To _____			
From _____ To _____			
From _____ To _____			
From _____ To _____			
From _____ To _____			
From _____ To _____			
From _____ To _____			
From _____ To _____			
From _____ To _____			
From _____ To _____			

If additional space is needed, please continue on back of last page.

May we contact previous employers? Yes _____ No _____

Do you have a criminal record? Yes _____ No _____

If yes, explain: _____

(All employees are required to have a satisfactory records check.)

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: _____

Under the Americans with Disabilities Act of 1991, this program is required to reasonable 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 you are disabled and require accommodation, you may request it at any time during the interview process. You are obligated to inform the program administration of your needs if it will impact your ability to perform the job for which you are applying.

Having read the job description for the position for which you are applying, are you in all respects, able to adequately perform the duties as described? Yes _____ No _____ If no, please explain:

Do you have a valid driver's license? Yes _____ No _____

If yes, give license number and class of license: _____

Have you had CPR training within the past two years? Yes _____ No _____

If yes, give expiration date: _____

Have you had first aid training within the past three years? Yes _____ No _____

If yes, give expiration date: _____

Department of Human Resources requires annual child care training. Are you willing to participate?

I certify that all information on this application is correct. I have not given any false statement concerning my qualification requirements.

Signature _____ **Date** _____

Attachment to Application

Please answer the following questions. You may use the back of this form if additional space is needed.

1. Where do you look for ideas for your curriculum? _____

2. If you have gathered a group together for a session of singing as part of a planned sequence, but none of the children appear to be interested, what action would you take?

3. What would you do if a child who has come to school happily for several months cries bitterly one morning when the mother tries to leave? _____

4. What would you do if a mother complains that something must have happened at school because her child doesn't want to go anymore? _____

5. What would you do if a three-year-old child decided that the purple paint was for decorating arms and hands? _____

References:

	Name & Address	Title	Phone No.
Professional (list at least two)	1. _____		
	2. _____		
	3. _____		
Personal (list at least two)	1. _____		
	2. _____		